

**APPLICATION**  
**Accountants Professional Liability Insurance**  
**(Ohio)**

Application completion instructions

- Please type or print clearly, Please DO NOT use pencil
- Answer each question completely
- Application must be signed by principal of the firm
- FORWARD A COPY OF ALL LETTERHEADS USED BY THE FIRM

**1a. Applicant Firm Name** \_\_\_\_\_ **Tel #** (    ) \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Fax #** (    ) \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_ **Web Site** \_\_\_\_\_

**Principal Business Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**1b. I prefer to receive my premium quotation by**  Fax  E-mail  Regular mail

**1c. If available, in lieu of mailing my policy you may E-mail my policy to the above E-mail Address.**  Yes  No

**2. Does your firm have multiple office locations?**  Yes  No

If yes, please indicate:

State \_\_\_\_\_ Number of professionals in each location. \_\_\_\_\_

State \_\_\_\_\_ Number of professionals in each location. \_\_\_\_\_

State \_\_\_\_\_ Number of professionals in each location. \_\_\_\_\_  
(use a separate page if necessary )

**3. Does your firm or any owners, partners or officers render services or conduct any business activities under a separate entity name?**  Yes  No

a. If yes please provide the name and industry of the entity.

Name \_\_\_\_\_

Industry \_\_\_\_\_

*Please note, coverage may be available for such entity(s) by endorsement to your policy subject to underwriting approval.*

b. **Would you like coverage for this entity(s) ?**

If yes, please complete the SEPARATE ENTITY SUPPLEMENT for all such entities for which you are seeking coverage.

Yes  No

**4. Desired Effective Date** \_\_\_\_\_

**5. Coverage Selection**

**Check the Limit of Liability Desired: Per Claim / Aggregate**

**Check the deductible option desired**

- |  |  |
|--|--|
| <input type="checkbox"/> \$100,000/\$200,000     | <input type="checkbox"/> \$1,000,000/\$2,000,000 |
| <input type="checkbox"/> \$250,000/\$250,000     | <input type="checkbox"/> \$2,000,000/\$2,000,000 |
| <input type="checkbox"/> \$250,000/\$500,000     | <input type="checkbox"/> \$2,000,000/\$4,000,000 |
| <input type="checkbox"/> \$500,000/\$500,000     | <input type="checkbox"/> \$3,000,000/\$3,000,000 |
| <input type="checkbox"/> \$500,000/\$1,000,000   | <input type="checkbox"/> \$4,000,000/\$4,000,000 |
| <input type="checkbox"/> \$1,000,000/\$1,000,000 | <input type="checkbox"/> \$5,000,000/\$5,000,000 |
|  | <input type="checkbox"/> Other \$ _____          |

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> \$500    | <input type="checkbox"/> \$15,000       |
| <input type="checkbox"/> \$750    | <input type="checkbox"/> \$20,000       |
| <input type="checkbox"/> \$1,000  | <input type="checkbox"/> \$25,000       |
| <input type="checkbox"/> \$2,000  | <input type="checkbox"/> \$35,000       |
| <input type="checkbox"/> \$3,000  | <input type="checkbox"/> \$50,000       |
| <input type="checkbox"/> \$4,000  | <input type="checkbox"/> \$100,000      |
| <input type="checkbox"/> \$5,000  | <input type="checkbox"/> Other \$ _____ |
| <input type="checkbox"/> \$10,000 |   |

**A financial statement may be required for deductibles in excess of \$25,000.00**

6 a. Date the applicant firm was established \_\_\_\_\_

b. Within the past 5 (five) years has applicant firm merged with or acquired another firm?  Yes  No

*If "yes" please provide the following information in chronological order.*

Name of Merged or Acquired firm	Date of merger or acquisition	# of Principals at merged /acquired firm	# of merged / acquired firm's principals who joined the applicant firm	% of billings assigned to successor firm
# 1				
# 2				

	Did the merged or acquired firm carry insurance? If yes provide retroactive date	Retroactive Date
# 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
# 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	

7a. Please provide the number of personnel for the applicant firm:

Owners, Partners Officers,	Employed CPAs <i>Other than Owners, Partners Officers</i>	Other Accounting or Tax professionals whose time is billable to clients	Support Staff	Total Firm Personnel
Full Time _____	Full Time _____	Full Time _____	Full Time _____	Full Time _____
Part Time _____	Part Time _____	Part Time _____	Part Time _____	Part Time _____

7b. Are any of the **Professionals** (other than support staff) referenced above independent contractors or per diems?  Yes  No

*If yes how many? Full time \_\_\_\_\_ Part time \_\_\_\_\_*

- Percentage of each independent contractor's or per diem's time spent working for applicant firm: \_\_\_\_\_%
- How many of the Independent Contractors/per diems carry their own, separate Errors & Omissions Insurance? \_\_\_\_\_
- Limits of Liability for each: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

8. Is the firm or any member of the firm licensed or operating as the following:

**Lawyer, Investment Advisor, Escrow Agent, Insurance Agent/Broker?**  Yes  No  
*(If "yes", underline the profession)*

If "yes", is any revenue earned from the above professions?  Yes  No

Under what firm name are such services provided? \_\_\_\_\_

9a. Provide the total gross annual revenues for the applicant firm. If newly established, indicate estimated gross revenue for the current year.

Second Last Fiscal Year	Last Fiscal Year	Estimate for Current year
FYE: _____	FYE: _____	FYE: _____
\$ _____	\$ _____	\$ _____

9b. Currently or within the past 5 (five) years, has any single client represented more than 30 percent of the firm's and / or any member's or former member's total gross revenue?  Yes  No

*If yes, please provide a description of services by year, current percentage derived from this client, and the highest percent the representation was of the firm's and individual accountant's billings.*

\_\_\_\_\_

Client's Industry: \_\_\_\_\_ Number of years they have been your client \_\_\_\_\_

Do you expect the percentage to increase or decrease within the next 2 (two) years?  Yes  No

If "yes", please explain:

\_\_\_\_\_

**10. INTERNAL CONTROLS**

- a. Has your firm undergone a peer or quality review within the past 3 years?  Yes  No  
 b. If yes, date of last review: \_\_\_\_\_

Result:  Unmodified  Unmodified with Letter of Comments  Modified / Adverse  
 If unmodified with letter of comments or Modified / Adverse, please attach a copy of the report

- c. Complete only if you answered "no" to 10a above, or if you had a Modified / Adverse report:
1. Prior to the release of financial statements, does a principal who was not involved in the engagement review all work papers and reports?  Yes  No
  2. Are all financial statements and reports personally signed by a principal of the firm?  Yes  No
  3. Does the firm maintain a system to assure timely completion of reports, filings, and tax returns?  Yes  No

**11. Please provide the number of professionals who completed a risk management program within the past 3 years.**

# of Professionals	Program Sponsor	Seminar Date

- 12. Within the past 5 (five) years, has the applicant firm or any partner, officer, owner or employee:**
- a. Had his or her accounting license or authority to practice accounting revoked?  Yes  No
  - b. Been subject to disciplinary action, or currently under review, by any state board of accountancy, AICPA, or State Society?  Yes  No
  - c. Been subject to any fine, reprimand, criminal penalty related to the performance of professional services?  Yes  No
  - d. **Missouri residents: This question does not apply to you**  
 In the past 5 (five) years has the applicant firm had their accountants Professional Liability Insurance declined, cancelled or non-renewed? (Other than due to the loss of market.)  Yes  No

*If "Yes" to any of the above please explain here or on a separate page.*

**13 A: AREAS OF PRACTICE**

Provide the percentage of gross annual revenue derived from the areas of practice below. Total of all items must equal 100%

		Are annual Engagement letters used?		Are annual Engagement letters used?
a. Business Tax Services	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No	k. Information Technology*	____% <input type="checkbox"/> Yes <input type="checkbox"/> No
b. Estate Tax Services	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No	l. Business Valuation	____% <input type="checkbox"/> Yes <input type="checkbox"/> No
c. Individual Tax Services	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No	m. Financial Planning and Investment Advisory services *	____% <input type="checkbox"/> Yes <input type="checkbox"/> No
d. Bookkeeping / Write-Up	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No	n. Payroll / Bill Paying *	____% <input type="checkbox"/> Yes <input type="checkbox"/> No
e. Compilation	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No	o. Litigation Consulting	____% <input type="checkbox"/> Yes <input type="checkbox"/> No
f. Review	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No	p. Fiduciary Services *	____% <input type="checkbox"/> Yes <input type="checkbox"/> No
g. * Audit: Non-public Clients	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No	q. Assurance Services <i>Please describe nature of services</i>	____% <input type="checkbox"/> Yes <input type="checkbox"/> No
h. * Audit: Publicly-held Clients	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No	r. SEC-Public/Private Offerings *	____% <input type="checkbox"/> Yes <input type="checkbox"/> No
i. Forecasts / Projections	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No	s. Other _____ <i>Please describe nature of</i>	____% <input type="checkbox"/> Yes <input type="checkbox"/> No
j. Business Consulting/MAS	____%	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**\* NOTE: If you provide a percentage amount for any of these areas, or if you have provided any of these services within the last 5 years, please complete the appropriate supplemental application.**

**13B: Do your engagement letters contain an alternative dispute resolution clause?**  Yes  No

**14. Within the past 5 years has the applicant firm provided any non - accounting service (A service other than referenced in question #13a above) to any client of the firm?**  Yes  No

If Yes, is or was this entity a client for accounting services?  Yes  No

If Yes, does the firm have a policy which requires disclosure in writing to clients  Yes  No

**a.** Of the existence of any vested interest of the firm, or any firm members, as a provider of non-accounting services?  Yes  No

**b.** Of the potential for conflicts of interest, if appropriate and of the need to seek the advice of an independent provider or counsel, when appropriate?  Yes  No

Please provide details of non- accounting services, percentage of total time spent by each individual providing these services and, if separate insurance exists for non-accounting professionals, include the Declarations page of the most current Errors & Omissions Insurance policy.

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**15. Within the past 5 ( five ) years has applicant firm or any member of the firm performed services or consented to the use of its work product in connection with public or private offerings of securities, real estate, or other investments? If "yes" complete the Public and Private Offering Supplement**  Yes  No

**16. Within the past 5 (five) years has the applicant firm, or any member of the firm, performed accounting and/or consulting services to SEC regulated entities? If "yes" complete the Public Client Supplement**  Yes  No

**17. Is the applicant firm registered with the Public Company Accounting Oversight Board?**  Yes  No

**18. Does applicant firm, or any member of the firm, perform duties under a Trust Agreement? If yes please complete part A of the Fiduciary Services Supplement.**  Yes  No

**19. Other than as a Trustee, does applicant firm or any member of the firm have discretionary control over clients' funds, perform Money Management, Bill Paying, or Payroll Services? If yes, complete part B of the Fiduciary Services Supplement**  Yes  No

**20. Within the past five 5 (five) years has applicant firm or any member of the firm rendered services for any client in which any insured or spouse owned an equity interest of more than 10%, or served as an Officer, Director, Partner, or Manager of a client? If yes please answer the following for each client. Use a separate sheet if necessary**  Yes  No

**a.** Client name/industry: \_\_\_\_\_

**b.** Type of services rendered by applicant firm: \_\_\_\_\_

**c.** Date services rendered \_\_\_\_\_ to \_\_\_\_\_

**d.** Highest percent of equity interest and /or capacity served by insured or spouse within the past 5 years \_\_\_\_\_%

**e.** Dollar amount that this equity represents: \$ \_\_\_\_\_

**f.** Was this conflict disclosed?  Yes  No

**g.** Annual fees charged to this client during the above time period \$ \_\_\_\_\_

**21. Within the past 5 (five) years has the applicant firm or any member of the firm:**

**a.** Rendered financial planning, asset management, or investment advisory services?  Yes  No

**b.** Received commissions, referral fees, reciprocity or other inducements arising from the sale, promotion or recommendation of securities, insurance products, real estate or other investments?  Yes  No

*If "yes" to either of the above, please complete the Financial Planning /Investment Advice supplement.*

**22. Within the past 5 (five) years has the applicant firm or any member of the firm:**

**a.** Provided management services for investment ventures?  Yes  No

**b.** Invested in a non-public investment venture that a client has also invested in?  Yes  No

*If "yes" to either of the above, please complete the Investment Venture Supplement*

23. Within the past two (2) years has applicant firm sued to collect fees?

Yes  No

If "yes" please complete the following

Client	Fee Amount	Date of Suit	Services Rendered	Status
	\$			
	\$			
	\$			

24. In the past 5 (five) years, has applicant firm provided audit/attest services for any client that subsequently filed bankruptcy, defaulted on a bond issue, or became insolvent?

Yes  No

If "yes", please complete the following

Client's Name and Industry	Date of Bankruptcy, Default or Insolvency	Annual Billings/ Sales	Type/Date of Services	Going Concern Letter?
		\$		
		\$		

25. Inquire of all owners, partners, officers, and employees of the firm advise:

a. Within the past 5 (five) years, have any claims or suits been brought against the applicant firm, a predecessor of the firm, or any current or past officer, owner, or employed accountant?

Yes  No

b. Are they aware of any circumstances, which may result in a claim being made?

Yes  No

If "yes" to (a) or (b), please complete the Claim/Incident Supplement

26a. Has the applicant firm or its predecessors carried Accountants Professional Liability Insurance during the past five (5) Years? If yes, please complete the following

Yes  No

Month /Day /Year	Month/ Day / Year	Insurance company	Limits of Liability	Deductible	Premium
	to		\$	\$	\$
	to		\$	\$	\$
	to		\$	\$	\$
	to		\$	\$	\$
	to		\$	\$	\$

b. Retroactive date of current policy: \_\_\_\_\_

c. Has the firm ever purchased an extended reporting period endorsement ("tail coverage")?

Yes  No

d. If "yes", please advise effective date and expiration date: \_\_\_\_\_ to \_\_\_\_\_  
 Month / Day / Year Month / Day / Year

**Fraud Warning:**

Any person who knowingly, and with the intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any material false information or conceals for the purposes of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects the person to criminal and civil penalties and denial of insurance benefits.

**IT IS AGREED THAT THIS FORM SHALL BE THE BASIS OF THE CONTRACT. SHOULD A POLICY BE ISSUED IT WILL ATTACH TO THE POLICY.**

**I declare that the information submitted herein is true to the best of my knowledge and becomes a part of my Professional Liability application. I understand that an incorrect or incomplete statement could void my protection. Completion of the application or tendering of premium does not bind coverage.**

**The application is subject to company Underwriting guidelines.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*Must be signed by a principal of the firm*

<b>For Insurance Agent use only:</b>		<b>agent Code</b> _____
<b>Name of Agent</b> _____		<b>Tel # (    )</b> _____
<b>E-Mail address</b> _____		<b>Fax ##(    )</b> _____
<b>Business Address</b> _____		
<b>City</b> _____	<b>St.</b> _____	<b>Zip Code</b> _____
<b>Licensed Broker</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>License #</b> _____
<b>Licensed Agent</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>License Exp. Date</b> _____
<b>Licensed surplus lines Broker</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>License #</b> _____

