



SPECIFIED PROFESSIONS PROFESSIONAL LIABILITY APPLICATION
ALL QUESTIONS MUST BE ANSWERED AND APPLICATION MUST BE SIGNED BY APPLICANT.
THIS IS AN APPLICATION FOR A CLAIMS MADE POLICY. PLEASE READ YOUR POLICY CAREFULLY.

SECTION I: BACKGROUND INFORMATION

1. Name of Insured: _____
2. Address: _____
City: _____ State: _____ Zip Code _____
Phone: _____ Website: _____ E-mail Address: _____
3. Date Established: _____
4. Is the Applicant controlled, owned, affiliated or associated with any other firm, corporation or company? Yes No
If **Yes**, please provide names(s) and relationship(s); _____
5. Does the Applicant have any Subsidiaries? Yes No
If **Yes**, please list on a separate sheet and advise if coverage is to apply to them.
6. Applicant is: Corporation Partnership Individual

SECTION II: ORGANIZATION OPERATIONS DETAILS

7. Please describe in detail the professional services for which coverage is desired:

8. (a) List total gross receipts derived from activities in question #7: **Gross Receipts**
Last Year: \$ _____
Current Year(based on 12 months): \$ _____
Forecast for Next Year: \$ _____
(b) Please indicate the percent of receipts listed in 8a from Foreign Operations
(i.e. outside of the U.S. and its territories): _____
(c) Did the Applicant have a positive net income in the past 12 months? Yes No
If **No**, please advise net income and steps being taken to correct the negative net income.
(d) What is the Applicant's overall net equity? _____ **Positive** **Negative**
If **Negative**, please advise net equity and steps being taken to correct the negative net equity.
9. (a) Describe the 5 largest jobs or projects during the past 3 years

Name of Client	Services Provided	Gross Billings
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

 (b) Does the Applicant anticipate deriving more than 50% of total gross billings for the coming year from a single client?
If **Yes**, advise details on a separate sheet. Yes No
10. Is the Applicant a licensed Professional(i.e. Lawyer, Accountant....)? Yes No
If **Yes**, advise type of licensed Professional: _____

11. (a) Number of principals, partners, officers and professional employees directly engaged in providing services to clients: _____
- (b) Number of non-professional employees (clerks, secretaries, etc.): _____
- (c) Number of independent/sub contractors: _____

12. Please answer the following question(s) regarding the use of independent contractors.
- (a) The total percent of Applicant's work done by independent contractors and subcontractors. _____
- (b) Does the Applicant desire to provide coverage for independent contractors (including them as named insured(s) on your policy), while working on your behalf? Yes No
- If **Yes** to 12b, please answer the following questions:
- (1) How will the Applicant utilize each independent/subcontractor? _____
- (2) Does the Applicant require Certificates of Professional Liability Insurance from all independent contractors? Yes No

13. Please provide the following:

Name of Partners, Principals, Key Employees and Independent/ Subcontractors	Professional Qualifications/ Designations	# of Years in Practice
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Does any director, officer, employee, partner or independent/subcontractor of the Applicant serve as an officer or on the Board of Directors of any client or own any financial or equity interest in any client of the Applicant? Yes No
- If **Yes**, attach an explanation.

15. What do you see as your potential exposure to a professional liability claim? _____
- _____
- _____

16. Does the Applicant use a written contract or letter of engagement with clients? In all cases Sometimes Never

17. Additional Insured(s) to be included for Errors and Omissions (list name, address and relationship to Applicant): _____
- _____

18. Has any prospective insured ever had their license revoked or suspended or been fined or disciplined in any way or been the subject of any investigation by any state insurance department? Yes No

SECTION III: CLAIMS INFORMATION

Do not complete this section if this is an application for a renewal policy at the same limit of liability with one of the USLI companies.

19. Have you initiated litigation against any of your clients in the past 5 years? Yes No
- (If Yes, advise how many times you have initiated litigation in the past 5 years along with details for each.)** _____
- _____
- _____

20. During the past 5 years, has any claim been made or suit brought against the Insured, its predecessor(s) in business, or any of its present or former owners, partners, officers, directors, employees or independent contractors? Yes No
- (If Yes, please provide details on a separate supplemental claim application.)**

21. Is any owner, partner, officer, director, employee or independent contractor aware of any circumstance, allegation, contention, or incident which may result in a claim being made against the Insured, its predecessor(s) in business, or any of its present or former partners, owners, officers, directors, employees or independent contractors? Yes No
- (If Yes, please provide details on a separate supplemental claim application.)**

SECTION IV: PROFESSIONAL LIABILITY INSURANCE COVERAGE

22. Has any Policy of or Application for professional liability insurance on your behalf or on the behalf of any of your principals, officers, employees, independent contractors, or on behalf of any predecessor(s) in business ever been declined, cancelled or renewal refused? *Not applicable in Missouri.* Yes No

If **Yes**, advise details: _____

23. Is similar professional liability insurance currently in force? Yes No

Name of Carrier Limit Retroactive Date (if any) Deductible Premium Policy Period

Length of time coverage has continuously been in force: _____

SECTION V: BUSINESSOWNERS PACKAGE INSURANCE

24. Does the Applicant currently have General Liability Insurance? Yes No

If **Yes**, please advise the following:

Name of Carrier Limit Premium Expiration Date

25. Is the Applicant involved in the installation of hardware, electrical work, wiring and/or cable installation of the items for which they are providing consultation services (including work done by Independent Contractors on behalf of Applicant)? Yes No

If Yes, please provide percentage of receipts from these services.

26. Additional Insured(s) to be included for General Liability (list name, address and relationship to Applicant): _____

27. Has the Applicant had any General Liability claims paid, reserved or pending during the last 5 years? Yes No

If Yes, please provide details.

28. (a) Personal Property Limit (at 80% Coinsurance/Replacement Cost): _____

(b) EDP Equipment Limit \$ _____

(c) Burglar Alarm? Yes No

Functioning Fire/Smoke Detector? Yes No

Aluminum Wiring? Yes No

29. Is the electrical system connected to circuit breakers? Yes No

30. Property Protection Class (1-10): _____

31. Building Construction (please check one):

- Frame - Bldg. is made from a wood frame (2x4's/veneers).
- Joisted Masonry - Outside walls are constructed with bricks/cinder blocks. Roof is made of wood.
- Masonry Non-Combustible - Same as Joisted Masonry, except roof is steel.
- Fire Resistive - Structural steel framing, reinforced concrete outside/load bearing walls.

32. Has the applicant had any property Claims Paid, Pending or reserved during last 5 years (by year)? Yes No

If yes, please provide details,

SECTION VI: REQUIRED INFORMATION

- A. USLI Application.
- B. Copy of resumes on technical and key personnel. (for select classes)
- C. Supplemental Application (for select classes)

Arizona, Pennsylvania and Oregon Fraud Statement: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and may be subject to a civil penalty (and a criminal penalty if in Pennsylvania)

Utah, Connecticut, Ohio Fraud Statement: Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Virginia Fraud Statement: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of insurance fraud.

Iowa Fraud Statement: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a class "D" felony and shall be subject to a civil fine of at least seven hundred fifty dollars but not more than seven thousand five hundred dollars.

Florida Fraud Statement: Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony.

Fraud Statement (all other states): Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

The states of Florida and New York require that we have the name and address of your (insured's) authorized Agent or Broker

Name of authorized Agent or Broker: _____

Address _____

License No. _____

Mail completed
application through
local Agent or Broker to:

NOTICE TO THE APPLICANT

The undersigned declares that to the best of his/her knowledge and belief that statements set forth herein are true. The undersigned further declares that any occurrence or event taking place prior to the effective date of the insurance applied for which may render inaccurate, untrue, or incomplete any statement made will immediately be reported in writing to the Company and the Company may withdraw or modify any outstanding quotations. The Company is hereby authorized, but not required to make an investigation and inquiry in connection with the information, statements and disclosures provided in this application. The decision of the company not to make or to limit any investigation or inquiry shall not be deemed a waiver of any rights by the Company and shall not stop the Company from relying on any statement in this application. The signing of this Application does not bind the undersigned to purchase the Insurance, nor does the review of this Application bind the Company to issue a Policy. It is understood the Insurer is relying on this Application in the event the Policy is issued. It is agreed that this Application shall be the basis of the contract should a Policy be issued and it will be attached and become a part of this Policy.

Signature _____ Date: _____
Must be signed by a Principal, Partner or Officer of the Firm

Name: _____ Title: _____



Tax Preparer/Bookkeeper Supplement - Professional Liability

TAX PREPARER / BOOKKEEPER SUPPLEMENT

1. Name of Applicant: _____ Date: _____
2. Please provide a percentage breakdown of the Applicant's Gross Receipts from the following areas for the current 12-month period.
If applicant is newly established, please advise best estimates.
 - a. Tax Returns - Individual _____%
 - b. Tax Returns - Corporate _____%
 - c. Bookkeeping - Individual _____%
 - d. Bookkeeping – Corporate _____%
 - e. Compilations _____%
 - f. Reviews _____%
 - g. Auditing – Public Companies _____%
 - h. Auditing – Private Companies _____%
 - i. Auditing – For Private Placements or IPOs _____%
3. Does the Applicant provide services as an investment advisor or fiduciary? Yes No
4. Does the Applicant provide services as a benefit administrator or subcontract these services to others? Yes No
5. Does the Applicant provide payroll-processing services (i.e. managing accounts, issuing checks, withholding taxes etc.) or subcontract these services to others? Yes No
 - a. Please provide the percentage of receipts: _____%
6. Does the Applicant provide services to corporate clients with assets exceeding \$5 million? Yes No
7. Does the Applicant provide audit services to governmental entities with assets exceeding \$1 million? Yes No

This tax preparer/bookkeeper supplemental application is attached to and forms part of the professional liability application. This supplemental application is subject to the same provisions concerning representations made in the basic application.

Applicant's Signature _____ Title _____ Date _____
(Principal, Partner or Officer)

Print Name _____