



HOMEBUILDERS

— SELF INSURERS FUND —

Workers' Comp for Hard Workers

Items required to complete your HomeBuilders SIF Audit

(If Using Accounting Software)

For W-2 Employees (if applicable):

- Gross Payroll Summary- for each employee and job duties.
- Profit and Loss Statement- (if you only have W-2 employees and there were no contract laborers or subcontractors paid in the period)

For Contract Labor/Sub-Contractors (if applicable):

- Transaction List by Vendor/Vendor Summary- and job duties.

Additional Documentation Required:

- Audit Questionnaire
- Job Duties for all Employees, Contract Laborers, and Subcontractors
- Certificates of Insurance for all insured Subcontractors (NOTE: COI's must cover all dates of payment)