



**HOMEBUILDERS**  
— SELF INSURERS FUND —

## **Workers' Comp for Hard Workers**

### **Items required to complete your HomeBuilders SIF Audit (If Using Accounting Software)**

#### **Required Documentation:**

- o Profit and Loss Statement

#### **For W-2 Employees (if applicable):**

- o Gross Payroll Summary- for each employee including job duties.
- o OR report from outside payroll service. Ex. Paychex

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

- o Transaction List by Vendor or Vendor Summary including job duties.

#### **Additional Documentation:**

- o Job Duties for all Employees, Contract Laborers, and Subcontractors.
- o Certificates of Insurance for all insured Subcontractors (NOTE: COI's must cover all dates of payment)
- o Invoices for subcontractor(s) paid materials. These invoices must include breakdown of labor and materials.