



**HOMEBUILDERS**  
— SELF INSURERS FUND —

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

### **Items required to complete your HomeBuilders SIF Audit (If Not Using Accounting Software)**

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

- Quarterly SUTAs for the policy period – with job duties

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

- Bank Statements and check copies for the policy period (if check copies are not provided by the bank, please send check register)

#### **Additional Documentation:**

- 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)
- Invoices for uninsured subcontractor(s) paid materials. These invoices must include a breakdown of labor and materials.
- Monthly reports from Peer-To-Peer payment apps such as Venmo, Cash App, Zelle, PayPal, etc.