



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 uninsured subcontractor(s) paid materials. These invoices must include a breakdown of labor and materials.