# Accountants Professional Liability Kansas Insurance Application





Program administered by CAMICO Insurance Services. Coverage is provided by Great Divide Insurance Company, a W. R. Berkley Company.

### ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE APPLICATION -KANSAS

This is an application for a **"Claims Made and Reported"** policy. The policy applies only to claims first made against the Insured and reported to the Company while the policy is in force and for professional services performed on or after the prior acts (or retroactive) date. The limit of liability available to pay damages or settlements shall be reduced by amounts incurred as "Claim Expenses," including fees and expenses incurred in the investigation, adjustment, and defense of a claim. **The policy will be issued in reliance upon the statements in the application**. Therefore, it is important that all questions be answered accurately.

#### Please follow the steps listed below to complete your application:

- Type or print clearly, and do not use pencil.
- Complete Parts I through VIII, answering all questions completely. If any question, or part thereof, does not apply, put "NA" in the space provided leave no blanks. Failure to answer all questions will delay our ability to underwrite this application, which may result in a gap in your coverage.
- Complete supplemental application(s) only when appropriate.
- Sign on page 8 and make a copy of the completed application for your records.

Par	t I: Firm Information		
1.	Firm Name:		
2.	Contact Person:	ncerning this	; insurance.)
3.	Contact Person Title:		
4.	Contact Person Email Address: (Consent to Electronic Delivery: By providing your email you consent to receive insurance notices and do You may withdraw your consent at any time by notifying us in writing or by calling us at 1.800.652.177		ectronically.
5.	Primary Office Address:		
	Street Address City County If Firm has other locations or shares office space, complete the Multiple Offices/Shared Office Space Supplem	State Tent (S-1).	Zip
6.	Telephone:         7. Fax:         8. Web Site:		
9.	Mailing Address:	State	Zip
10.	Entity Type: Sole Proprietorship Partnership Corporation LLP LLC PC Oth	ner (list):	
11.	Firm Established (mm/dd/yyyy):		
12.	Within the last five (5) years has the Firm merged or acquired another business? If "Yes", please complete the Merged or Acquired Firm(s) Supplement (S-2.1).	Yes	🗌 No
13.	<ul> <li>a. Has the staff size of the Firm changed +/- 25% during the past three (3) years?</li> <li>b. Have the Firm's service areas shifted significantly in the past three (3) years?</li> <li>If "Yes" to a. or b. above, please explain on the Narrative Response Sheet on page 7.</li> </ul>	Yes Yes	No No
14.	Are there any material changes pending in the organization of the Firm including but not limited to merger, acquisition, other restructuring, addition of a new client industry or scope of practice? <i>If "Yes", please explain on the Narrative Response Sheet on page 7.</i>	Yes	🗌 No

**15.** Has the Firm or any owner, partner or officer rendered professional services or conducted business activities (other than for a previous employer) under a separate entity within the last five (5) years?

Yes	No
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If "Yes", please complete the Separate Entity Supplement (S-2.2).

#### Part II: Firm Profile

16. List Name(s) of all proprietors, partners, or stockholders. Please use the Narrative Response Sheet, if necessary.

Name	% Ownership Only if Non-CPA	Title	Year of CPA License	E-mail Address

a. Does the Firm or any Firm member belong to: AICPA? State CPA Society?

b. List any AICPA Practice Section or quality center that the Firm belongs to: (e.g. PCPS; GAQC; EBPAQC; CAQ)

- c. List any national or international CPA Group or Association that the Firm belongs to: \_
- d. Is the Firm licensed and in good standing for the state(s) in which it operates? 🗌 Yes 🗌 No
- 17. Firm Staff (include contract and per diem employees who work 500 or more hours per year):

	CPAs	Non-CPAs	Total
Owners, Partners, Officers			
All Other Accounting or Tax Professionals			
Other Consulting Professionals (not included above)			
Administrative Staff			
Total			

18.	Pro	es the Firm, any Firm member, subsidiary or affiliate Firm member maintain a non-CPA ifessional License? Yes", please complete the Professional License Supplement (S-9).	Yes	🗌 No
19.	a. b.	Within the past five (5) years, has the Firm or any member of the Firm, its predecessors or affiliates had his/her certificate, license, or permit to practice placed on probation, suspended or revoked or voluntarily surrendered due to an investigation? Within the past five (5) years, has the Firm or any member of the Firm, its predecessors, or affiliates been subjected to any disciplinary action by any State Board of Accountancy, State	Yes	🗌 No
		Society, the AICPA or any other State or Federal regulators?	Yes	🗌 No
	c.	Within the past five (5) years, has the Firm or any member of the Firm, its predecessors, or affiliates been charged, indicted or convicted of a felony?	Yes	🗌 No
	d.	Is the Firm or any member of the Firm currently under investigation by any of the above named boards, societies or regulators?	Yes	🗌 No
	<i>ا</i> "۱	Yes" to a., b., c. or d. above, please explain on the Narrative Response Sheet on page 7.		

# **20.** Based on the Firm's fiscal year-end data, provide the following gross revenue figures [*Firm fiscal year ends (mm/yy)*]:

scal Year ( projected)	)	Current Fiscal Year (   ) (estimated)	)	Last Fiscal Year ( )	Previous Fiscal Year ( )
\$		\$		\$	\$

21. a. Percentage of revenue from the Firm's largest clients (including related entities):
 Largest: <u>%</u> Second Largest: <u>%</u>

For those clients representing 20% or more of the Firm's revenue, please list for each: client name, client industry, services performed, and length of time as a client; describe how the Firm maintains its independence and advise how the Firm plans to reduce this percentage in the next two (2) years on the Narrative Response Sheet on page 7.

b. Percentage of revenue from Per Diem work for other CPA firms? <u>%</u> *Provide firm names on Narrative Response Sheet on page 7.* 

### Part III: Scope of Practice

22. Approximately what percentage of the Firm's revenue is derived from the areas listed below? *Please indicate whether or not engagement letters are used for each service area listed below.* 

Service Area	% of Revenue	Engagement Letter Used	Service Area	% of Revenue	Engagement Letter Used
Tax  • Business Tax • Estate Tax • Individual Tax  Accounting/Bookkeeping	<u>%</u> <u>%</u>	Yes   No   Yes   No   Yes   No	Special Services Client Funds Controlled (Including Business Management and Family Office Services). (Complete Supplement S-3.2)	%	Yes 🗌 No 🗌
Accounting/Bookkeeping     Consulting     Merger & Acquisition		Yes 🗌 No 🗌 Yes 🗌 No 🗌	<ul> <li>Non-Trustee Fiduciary or Administrative Responsibility- ERISA, Pension &amp; Benefit Plans, ESOPs, Insurance Co.'s, Hedge</li> </ul>		
<ul> <li>(Describe on Narrative Response Sheet)</li> <li>Computer-Related Services (Complete Supplement S-3.4)</li> <li>Litigation Support</li> </ul>	%	Yes 🗌 No 🗌 Yes 🗌 No 🗌	Funds, other Investment Co.'s (Describe on the Narrative Response Sheet. For all pension/benefit funds, provide a client list including asset size and number of participants) Executor/Trustee/Receiver	<u>%</u>	Yes No Yes No
<ul> <li>Management Consulting/ Business Planning (Describe on Narrative Response Sheet)</li> <li>Projections/Forecasts</li> </ul>	<u>%</u>	Yes No	(Complete Supplement S-4) <ul> <li>Investment/Financial</li> <li>Planning</li> <li>(Complete Supplement S-5)</li> </ul>	%	Yes 🗌 No 🗌
Valuations     Other     (Describe on Narrative Response Sheet)	<u>%</u> %	Yes No Yes No No	SEC-Section 404 Services     (Attach Client List)	<u>%</u>	Yes 🗌 No 🗌
Attestation <ul> <li>Audit (Complete Supplement S-3.1)</li> <li>Non Public</li> </ul>	%	Yes 🗌 No 🛄	• SEC Work other than Audit, Section 404 Work or Tax (Describe on the Narrative Response Sheet)	%	Yes 🗌 No 🗌
<ul> <li>Public</li> <li>Agreed Upon Procedures</li> <li>Review</li> <li>Compilation</li> </ul>	% % %	Yes No No Yes No No Yes No No No Yes No No No Yes No	Other • Other (Describe on the Narrative Response Sheet)	%	Yes 🗌 No 🗌
			TOTAL ADDS TO 100%	100 %	
<ol> <li>Does the Firm, or any Firm m protector, trustee, executor,</li> <li>If "Yes", please complete the Fu</li> </ol>	receiver, ac	lministrator o		Yes	🗌 No
the Firm provided profess	operated, ional servic	or managed a es?	ny entity (excluding the Firm) for whom	Yes	No
b. Acted as a director, officer (excluding the Firm), for w If "Yes" to a. or b. above, please	/hom the Fi	rm provided p		🗌 Yes	🗌 No
-	rsonal repre D in assets?	esentative, oth	ector, trustee, co-trustee, executor, er than for life insurance trusts or oplement (S-4).	Yes	🗌 No

26.	<ul> <li>Has the Firm, its predecessors, or affiliates, within the past five (5) years:</li> <li>a. Performed audits for or provided consulting services to SEC-regulated entities (other than broker/dealers who are not publicly traded)?</li> <li>b. Performed services, or consented to the use of the Firm's work product, in connection</li> </ul>	Yes	🗌 No
	with public or private offerings of securities, real estate, or other investments? c. Performed services in connection with any reverse merger?	Yes Yes	No No
	lf "Yes" to a. or b. above, please complete the SEC Supplement (S-8.1). If "Yes" to c. above, please provide detailed explanation on the Narrative Response Sheet on page 7.		
27.	Is the Firm in the process of or planning to bid on any new engagements for a publicly held company, its subsidiaries or its employee benefit plans? If "Yes", please describe, including name of proposed new client, on the Narrative Response Sheet on page 2	☐ Yes 7.	🗌 No
28.	Has the Firm, its predecessors or affiliates, within the past five (5) years performed services other than tax services for hedge funds, real estate or investment syndicates, private equity funds, venture capital funds or any entities engaged in the sale of unregistered investment products? If "Yes", please complete the Unregistered Investment Vehicle Supplement (S-5.1).	Yes	🗌 No
29.	Has the Firm, its predecessors or affiliates, within the past five (5) years performed services for Financial Institutions? Financial institutions are defined as Banks, Bank Holding Companies, Savings Associations, Savings and Loans, Credit Unions, Thrifts, Insurance Companies, Investment and Mortgage Banks. <i>If "Yes", please complete the Financial Institution Supplement (S-8.2).</i>	Yes	No
30.	Does your Firm or affiliate provide services to entities under the guidelines of ERISA?	Yes	🗌 No
	<ul> <li>If "Yes":</li> <li>a. Are actuarial services performed?</li> <li>b. Is the Firm or affiliate involved in plan design or qualifying plans or their amendments?</li> <li>c. Does the Firm or affiliate act as a fiduciary or advisor, or recommend investment or</li> </ul>	Yes Yes	No No
	mutual funds to which the Firm provides other accounting services or acts as a director or officer?	Yes	🗌 No
	If "Yes" to c. above, please provide a full description of Firm services on the Narrative Response Sheet on pa	ge 7.	
31.	Has the Firm, its predecessors or affiliates, within the past five (5) years provided any non- financial services regarding the care received by an individual (for example: providing assurances regarding care received, consulting on client care options, providing assistance with daily activities, coordinating the provision of such services for or at the direction of any client for others)? If "Yes", please describe on the Narrative Response Sheet including services provided and annual revenue.	Yes	🗌 No
32.	<ul> <li>Has the Firm, its predecessors or affiliates, within the past three (3) years:</li> <li>a. arranged debt or equity financing or acted as a business broker?</li> <li>b. acted as a mortgage agent/broker?</li> <li>c. performed actuarial services?</li> <li>If "Yes" to a., b. or c. above, please provide a detailed description of services performed for each such client, including a sample engagement letter for these services, on the Narrative Response Sheet on page 7.</li> </ul>	☐ Yes ☐ Yes ☐ Yes	☐ No ☐ No ☐ No
33.	Does any Firm member serve as a temporary employee or interim CFO for others?	Yes	🗌 No
	If "Yes", please complete the Temporary or Interim CFO Supplement (S-13).		
34.	Does the Firm outsource, delegate, sub-contract and/or have any split fee arrangements? If "Yes", please describe on the Narrative Response Sheet the nature of the services, and length of engagem	Yes ent.	🗌 No
35.	Does the Firm provide services for any entity domiciled outside of the U.S.?	🗌 Yes	🗌 No
	If "Yes", please describe on the Narrative Response Sheet the nature of the services, indicate the country in which services are performed, and advise if any of these services are performed for non-US domiciled SEC re	gulated en	tities.

36.	Has the Firm, its predecessors or affiliates, currently, or within the past five (5) years: a. Organized, sold, acted as sales promoter or sales agent for, or participated in the		
	management of or general partner for any real estate or other investment syndicate, limited liability company ("LLC") or partnership (limited or general)?	Yes	🗌 No
	b. Received any compensation, including commissions, finder fees, reciprocity or participation from sellers or promoters of an investment, tax shelter, securities, insurance products, or real estate?	e 🗌 Yes	🗌 No
	c. Organized, sold, acted as sale promoter or sales agent for, prepared any promotional sale materials for, provided any tax advice, counsel or opinions with respect to, any "reportable transaction" as defined in Treasury Regulation §1.6011-4(b) or Internal Revenue Code §6707A(c) (and any regulations thereunder), or acted as a material advisor (as defined in Internal Revenue Code §6111(b)(1) and Treasury Regulations §301.611-3(b))?		□ No
	<ul> <li>d. Organized, sold, acted as sale promoter or sales agent for, prepared any promotional sale materials for, provided any tax advice, counsel or opinions with respect to, or prepared o assisted in preparing any income, gift or estate tax returns incorporating or reporting a ta shelter or other tax advantaged investment which provided taxable income exclusions or tax deductions exceeding \$500,000 in any one tax year?</li> <li>If "Yes" to a., b., c. or d. above, please provide detailed explanation on the Narrative Response Sheet</li> </ul>	r Ix Yes	□ No
Part	: IV: Business Practices		
37.	During the past five (5) years, has the Firm or its affiliates sued to collect fees, including in small claims court? If "Yes", provide a list of all outstanding amounts owed, date of suit, services rendered, current statu	Yes	🗌 No
	whether still a client and if an engagement letter was used on the Narrative Response Sheet on page		
38.	Indicate what loss prevention tools your Firm requires Firm members to use.         a. Engagement letters are updated:         Annually for all engagements         As engagement changes         Other:         Other:         Attest services         All services         No second person/partner review of any services         c. Checklists:		Firm at Divide ompany der, sources able to gment agement
38.	Indicate what loss prevention tools your Firm requires Firm members to use.         a. Engagement letters are updated:         Annually for all engagements       Annually for attest engagements         As engagement changes       Evergreen (not updated)         Other:       Not used         b. Second person/partner review of:       Tax services         All services       Other:         No second person/partner review of any services	7. Note Should the become a Great Insurance Co policyhold significant res will be availa help you au your risk mana practice	Firm at Divide ompany der, sources able to gment agement

Date of most recent peer or quality review: 39.

> If not within last three (3) years, and you are subject to on-site review, what is the anticipated date of your next review? mm/yy

If no review is planned, please provide an explanation on the Narrative Response Sheet on page 7.

If "Yes" to b. above, ple committee acceptance l		tter of comments, your Firm's resp	ponse and				
Part V: Claims Info	ormation						
suits involving malpra entity, any partner, st a. During the past fiv b. Anytime and rema	ctice been made against ockholder and/or profess e (5) years? ins open?	Dwners/partners and employee the Firm, a predecessor Firm, a ional staff person: r and Existing Claim/Incident Supp	subsidiary or affilia		No No		
disputes, fee problem predecessors, subsidia	I1. Is the Firm, after inquiry of stockholders, partners and employees, currently aware of any incidents, circumstances, disputes, fee problems, or employee problems, which may result in any claim being made against the Firm, its predecessors, subsidiaries, affiliates or any partner, stockholder or employee? Yes No If "Yes", please complete the Prior and Existing Claim/Incident Supplement (S-10).						
Firm, its predecessors	-	Firm, a partner, stockholder, en n declined, canceled, or non-ren Sheet on page 7.		Yes	🗌 No		
Part VI: Coverage							
lf "Yes", please complet <u>all endorsements</u> on you	e the following and provide Ir policy that exclude, add c			☐ Yes	□ No		
From/To (mm/dd/yyyy)	Insurance Company	Limit of Liability (Per Claim/Aggregate)	Deductible	Pr	emium		
From:       /       /         To:       /       /         From:       /       /         To:       /       /         From:       /       /         To:       /       /         To:       /       /         To:       /       /							
<i>If "Yes", please provide</i> 45. Limits of liability and	<i>the date:</i> Deductible options: (che	nitation or retroactive date? ck all options you wish quoted	)	Yes 🗌	No No		
<ul> <li>\$100,000 / \$100,0</li> <li>\$500,000 / \$1,000</li> <li>\$3,000,000 / \$3,00</li> <li>Other: \$</li> <li>Requested Deductible</li> </ul>	00,000 e (Per Claim): \$5,000	<ul> <li>\$250,000 / \$250,000</li> <li>\$1,000,000 / \$1,000,</li> <li>\$4,000,000 / \$4,000,</li> </ul>	000 🗌 \$2,0	0,000 / \$500 00,000 / \$2, 00,000 / \$5,	000,000		
Separate Defense	-						

Separate Derense	L
Dollar One Defens	e

Defense-only coverage – Directors 8	& Officers – Non-profit 501(c)(3)

Please complete the Community Service Defense Coverage Application (S-12).

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# a. Was the review on-site or off-site?b. Were the review results "pass with deficiencies" or "fail" (or if your state has not adopted

the new Peer Review standards, were the results "modified", "qualified", "adverse" or "other")? f "Yes" to b. above. please provide a copy of the letter of comments, your Firm's response and 🗌 On-site 🗌 Off-site

Yes	🗌 No
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Increased limits for Misappropriation of Client Funds sub-limit:

(Cannot exceed limit of liability requested in basic coverage above)

Defense-only coverage - Employment Practices: *Please complete the Employment Practices Defense Coverage Application Supplement (S-11).* 

### Part VII: Narrative Response Sheet

Question #	Explanation

### Part VIII: Signatures

### The undersigned proprietor, authorized partner of the partnership, or authorized stockholder of the corporation represents that the following statements are understood and agreed to by the applicant:

By signing this application, the undersigned represents that he or she has made inquiries of all Firm members as appropriate and that all Firm members are bound by the representations made on this application, any supplemental application, and any supplemental data and documents provided.

Signing this application or tendering premium does not bind the applicant or the company to issue insurance coverage, but it is agreed that this application shall be the basis of the contract should a policy be produced.

After inquiry of all stockholders, partners and employees, the undersigned is not currently aware of any act, error, omission, incident, circumstance, dispute, fee dispute or employee problem, which could reasonably be expected to be the basis of a claim being made against the Firm, its predecessors or any partner, stockholder or employee, that has not been reported to another insurer. It is understood and agreed that any claim emanating from such knowledge or information shall be excluded from coverage under the proposed policy.

IMPORTANT: Great Divide Insurance Company intends to rely upon your answers to questions in this application and any attached supplements in reaching its decision to offer coverage and/or to offer coverage excluding any described activities. Inaccurate responses to inquiries may result in a loss of coverage for activities and/or a decision by Great Divide to pursue a court order permitting Great Divide to rescind the entire policy. Your signature below acknowledges your understanding of this notice.

#### FRAUD WARNING

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto, or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Name: (Please Print)			
Signature:	Date:		
Position/Title:			
Applicant/Firm:			

Thank you for applying for Great Divide Insurance Company coverage. Please send completed application and appropriate supplemental forms to:

Sales Department	Call:	1.800.652.1772
CAMICO Insurance Services 1800 Gateway Drive, Suite 300	E-mail: Web:	inquiry@camico.com www.camico.com
San Mateo, CA 94404	Fax:	1.800.496.9910

Wherever used in this Application including any Supplement, the below acronyms have the following meanings:

- ADV: The acronym used to reference the uniform form used by investment advisers to register with both the Securities and Exchange Commission (SEC) and state securities authorities.
- AICPA: American Institute of CPAs
- CAD: Computer-Aided Design
- CAM: Computer-Aided Manufacturing
- CAP: Computer-Aided Publishing
- CRD: Central Registration Depository
- CPE: Continuing Professional Education
- CFO: Contract Financial Officer
- IARD: Investment Adviser Registration Depository