

Accountants Professional Liability

New York Insurance Application



NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK STATE INSURANCE DEPARTMENT. HOWEVER, SUCH FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.

THIS IS AN APPLICATION FOR A CLAIMS MADE POLICY. THE POLICY PROVIDES NO COVERAGE FOR CLAIMS ARISING OUT OF INCIDENTS, OCCURRENCES, OR ALLEGED WRONGFUL ACTS, ERRORS OR OMISSIONS WHICH TOOK PLACE PRIOR TO THE RETROACTIVE DATE. THE POLICY COVERS ONLY CLAIMS ACTUALLY MADE AGAINST AN INSURED WHILE THE POLICY REMAINS IN EFFECT. ALL COVERAGE UNDER THE POLICY CEASES UPON THE TERMINATION OF THE POLICY EXCEPT FOR THE AUTOMATIC EXTENDED REPORTING COVERAGE, OR UNLESS THE NAMED INSURED PURCHASES OPTIONAL EXTENDED REPORTING COVERAGE. THE LIMITS 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 FOR LIMITS OF \$500,000 OR GREATER. SUCH CLAIM EXPENSES SHALL ALSO BE APPLIED AGAINST THE DEDUCTIBLE BY THE AMOUNT OR PERCENTAGE STATED IN THE POLICY. PLEASE REFER TO THE POLICY FOR THE EXACT TERMS AND CONDITIONS CONCERNING THE COMPANY'S LIMITS OF LIABILITY.

Additional Included Benefits

In addition to the benefits described in your policy every *Named Insured* automatically qualifies for additional included benefits designed to minimize your professional liability exposure. These additional included benefits are listed below.

	Unlimited use of CAMICO's three hotlines, providing immediate access to professional
	assistance and advice. This service includes the Loss Prevention hotline, providing
	CPAs and other professionals who can assist you with practice and firm management
•	issues, the Claims hotline, providing claim professionals who can assist you with legal
	liability concerns before they become a claim, and the Tax hotline, providing CPAs and
	attorneys to assist you with some federal tax issues.
	Unlimited use of CAMICO's subpoena services, providing assistance with the receipt of
	and compliance with most types of subpoena and deposition notices even when there
✓	is no Claim. CAMICO will evaluate the need for additional assistance and, where
	appropriate, attorneys may be provided to assist you at no cost. Subpoena services
	are accessed through the Claims hotline.
	Unlimited access to all of CAMICO's risk management tools and documents through
✓	the Members Only section of CAMICO.com.
	Full participation in all of CAMICO's CPE events, including seminars, conferences, in-
✓	firm training and web-based training. (Some CPE programs may be limited by
	geography or firm characteristics.)
	Full participation in CAMICO's dividend program. The timing, amount and method of
✓	allocating dividends among <i>Insureds</i> are determined by and at the discretion of the
	Board of Directors.
	The Named Insured has the right to Extended Reporting Coverage for a period of up to
	three years as more fully described in Article V. of the policy. The <i>Named Insured</i> may
V	request Extended Reporting Coverage for a longer period of time. CAMICO, at its
	option, may agree to offer such coverage.
	option, may agree to offer such coverage. No cost unlimited Extended Reporting Coverage is available for qualified sole
✓	

CAMICO urges you to take advantage of these additional included benefits so that, together, we can reduce the cost of claims and increase the effectiveness of your Firm.

ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE APPLICATION

This is an application for a **Claims Made** policy. The policy provides no coverage for Claims arising out of incidents, occurrences, or alleged wrongful acts, errors or omissions which took place prior to the Retroactive Date. The policy covers only Claims actually made against an Insured while the policy remains in effect. 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 for CAMICO coverage:

- Type or print clearly, and do not use pencil.
- Complete Parts I through IX, 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.

ar	t I: Firm Informat	ion				
1.	Firm Name:					
2.	Contact Person:	(Person designated and authorize	ed by the Firm to receiv	ve any and all notices co	oncerning thi	s insurance.)
3.	Contact Person Title:					
5.	Primary Office Address:	6)			<u> </u>	
	If Firm has other locations of	Street Address r shares office space, complete the	City e Multiple Offices/Shar o	County ed Office Space Supplei	State ment (S-1).	Zip
6.	Telephone:	7. Fax:	8	. Web Site:		
9.	Mailing Address:(If different from #5)	Street Address	City	County	State	Zip
10.	Entity Type: Sole Prop	rietorship Partnership	Corporation LLP	LLC PC Ot	:her (list):	
11.	Firm Established (mm/dd/ (Attach firm owner resume(s	'уууу): s) or Work History(s) if firm establ	ished date is less than t	hree (3) years ago.)		
12.		ors has the Firm merged or acquive Merged or Acquired Firm(s) Supp		ss?	Yes	☐ No
13.	b. Have the Firm's service	e Firm changed +/- 25% during e areas shifted significantly in the sase explain on the Narrative Resp	he past three (3) year		☐ Yes ☐ Yes	☐ No ☐ No
14.	to merger, acquisition, oth	anges pending in the organizati ner restructuring, addition of a ne Narrative Response Sheet on po	new client industry o	•	Yes	□No
15.	business activities (other t five (5) years?	r, partner or officer rendered p han for a previous employer) u e Separate Entity Supplement (S-2)	ınder a separate entit		Yes	□No

Part II: Firm Profile

16.	List Name(s) of all proprieto	rs nartners	or stockholders	Please use the	Narrative Response	onse Sheet if necessary	,
TU.	List Name(s) of an proprieto	ıs, partiicis,	oi stockilolucis.	i icase use tile	Ivaliative nespi	Dilac Silect, il liecessai v	

	Name	% Ownership Only if Non-CPA	Ti	itle	Year of CF License		E-mail Add	ress	
a. o. c.	Does the Firm or any Firm r List any AICPA Practice Sect List any national or internal Is the Firm licensed and in g	tion or quality cent tional CPA Group o	er that the Associat	e Firm belo ion that th	ongs to: (e.g. e Firm belon	PCPS; GAQC; gs to:	EBPAQC; CAC	.)	
L 7 .	Firm Staff (include contract	and per diem emp	loyees wh					Tota	
	Owners, Partner	ro Officero		CP	AS	Non-CP	As	Tota	11
	All Other Accounting or	Tax Professionals							
0	ther Consulting Profession	•	above)						
	Administrativ Total								
19.	Professional License? If "Yes", please complete the and a. Within the past five (5) affiliates had his/her consuspended or revoked b. Within the past five (5) affiliates been subjected Society, the AICPA or a c. Within the past five (5) affiliates been charged d. Is the Firm or any mem named boards, societies If "Yes" to a., b., c. or d. above Based on the Firm's fiscal	years, has the Firm ertificate, license, or or voluntarily surre years, has the Firm ed to any disciplina ny other State or F years, has the Firm , indicted or convict aber of the Firm cur es or regulators?	n or any n r permit to endered d n or any n ry action l ederal reg n or any n ted of a for ently un	nember of to practice ue to an in nember of by any Stat gulators? nember of elony? der investi	placed on provestigation? the Firm, its e Board of A the Firm, its gation by an e Sheet on page	robation, predecessors, ccountancy, S predecessors, y of the above	or Y , or tate Y , or	es [es [es [No No No No No
	[Firm fiscal year ends (mn	Current Fiscal Y	•)	Last Fiscal Ye	ar ()	Previous Fi	scal Year	r()
\$	(projected)	(estima	ted)	\$		\ /	\$	- 30. 1001	
	a. Percentage of revenue Largest:	from the Firm's land cond Largest:	the Firm's cribe how ars on the firk for oth	ts (includir revenue, p the Firm m Narrative R er CPA firm	lease list for e aintains its ind esponse Sheet	ach: client nam dependence an	ne, client indus	-	

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 Accounting/Bookkeeping		Yes No Yes No Yes No Yes No Yes No Yes No	Special Services Client Funds Controlled (Including Business Management and Family Office Services). (Complete Supplement 5-3.2) Non-Trustee Fiduciary or Administrative Responsibility-	<u></u> %	Yes 🗌 No 🗍
Consulting Merger & Acquisition (Describe on Narrative Response Sheet) Computer-Related Services (Complete Supplement S-3.4) Litigation Support	<u>%</u> %	Yes	ERISA, Pension & Benefit Plans, ESOPs, Insurance Co.'s, Hedge Funds, other Investment Co.'s (Describe on Narrative Response Sheet) • Executor/Trustee/Receiver	<u> %</u>	Yes No Yes No
 Management Consulting/ Business Planning (Describe on Narrative Response Sheet) Projections/Forecasts Valuations Other 	% % % %	Yes	(Complete Supplement S-4) Investment/Financial Planning (Complete Supplement S-5) SEC-Section 404 Services (Attach Client List)	%	Yes No Yes No
(Describe on Narrative Response Sheet) Attestation • Audit (Complete Supplement S-3.1)			SEC Work other than Audit, Section 404 Work or Tax (Describe on Narrative Response Sheet)	<u></u> <u>%</u>	Yes 🗌 No 📗
- Non Public - Public • Agreed Upon Procedures • Review • Compilation	% % % % %	Yes	Other Other (Describe on Narrative Response Sheet)	<u></u> <u>%</u>	Yes 🗌 No 🗌
	I		TOTAL ADDS TO 100%	<u>100 %</u>	
23. Does the Firm, or any Firm m protector, trustee, executor, If "Yes", please complete the Fu	receiver, a	dministrator o		☐ Ye	s 🗌 No
the Firm provided profess	operated, ional service or exerciswhom the F	or managed ances? ed any form of irm provided p	f managerial control over any entity professional services?	☐ Ye	_
receiver, administrator or per trusts with less than \$500,00	5. Has the Firm, or any Firm member, acted as trust protector, trustee, co-trustee, executor, receiver, administrator or personal representative, other than for life insurance trusts or trusts with less than \$500,000 in assets? Yes No If "Yes", please complete the Executor/Trustee/Receiver Supplement (S-4).				
broker/dealers who are not be performed services, or complete with public or private offect. Performed services in constant of the constant of	rovided cor ot publicly nsented to rings of sec nection wit complete to	nsulting service traded)? the use of the curities, real es th any reverse the SEC Supplem	Firm's work product, in connection state, or other investments? merger?	☐ Ye ☐ Ye ☐ Ye	s No

PL-3900-A (rev. 11/21) Classification Code: 2-14002

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	□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. If "Yes", please complete the Financial Institution Supplement (S-8.2).	Yes	□No
30.	Does your Firm or affiliate provide services to entities under the guidelines of ERISA?	Yes	☐ No
	 If "Yes": a. Are actuarial services performed? b. Is the Firm or affiliate involved in plan design or qualifying plans or their amendments? c. Does the Firm or affiliate act as a fiduciary or advisor, or recommend investment or mutual funds to which the Firm provides other accounting services or acts as a director or officer? 	Yes Yes	□ No □ No
	If "Yes" to c. above, please provide a full description of Firm services on the Narrative Response Sheet on pa		
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.	Has the Firm, its predecessors or affiliates, within the past three (3) years: a. arranged debt or equity financing or acted as a business broker? b. acted as a mortgage agent/broker? c. performed actuarial services? 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.	Yes Yes Yes	No No No
33.	Does any Firm member serve as a temporary employee or interim CFO for others? If "Yes", please complete the Temporary or Interim CFO Supplement (S-13).	Yes	☐ No
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	☐ No
35.	Does the Firm provide services for any entity domiciled outside of the U.S.? If "Yes", please describe on the Narrative Response Sheet the nature of the services, indicate the country in	Yes	☐ No
	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)? b. Received any compensation, including commissions, finder fees, reciprocity or 	Yes	□No
	participation from sellers or promoters of an investment, tax shelter, securities, insurance products, or real estate?	Yes	☐ No

	 c. Organized, sold, acted as sale promoter or sales agent for, prepared any prepared any tax advice, counsel or opinions with respect to, transaction" as defined in Treasury Regulation §1.6011-4(b) or Internal Rev §6707A(c) (and any regulations thereunder), or acted as a material advisor Internal Revenue Code §6111(b)(1) and Treasury Regulations §301.611-3(b) d. Organized, sold, acted as sale promoter or sales agent for, prepared any prematerials for, provided any tax advice, counsel or opinions with respect to, assisted in preparing any income, gift or estate tax returns incorporating or shelter or other tax advantaged investment which provided taxable income tax deductions exceeding \$500,000 in any one tax year? If "Yes" to a., b., c. or d. above, please provide detailed explanation on the Narrative 	yenue Code (as defined in b))? romotional sales (or prepared or r reporting a tax e exclusions or	Yes 🗌	No No
Part	IV: Business Practices			
37.	During the past five (5) years, has the Firm or its affiliates sued to collect fees, small claims court? If "Yes", provide a list of all outstanding amounts owed, date of suit, services rendere whether still a client and if an engagement letter was used on the Narrative Response.	ed, current status,	Yes	No
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: Not used b. Second person/partner review of: Attest services All services No second person/partner review of any services c. Checklists: AICPA PPC Other: New clients prior to acceptance Both Client screening procedures: None Do engagement letters contain ADR (Alternative Dispute Resolution) or Lim Liability clauses? Does your Firm have disengagement procedures for terminating client relage. Are declination/non-engagement letters used on all matters declined by the Does your Firm have a written internal quality control document? If "No", please provide an explanation on the Narrative Response Sheet on page 27. Does your Firm have a formal fraud awareness and detection program in p k. Other loss prevention tools/procedures (describe):	nitation of ationships? he Firm? ents of the Firm?	Yes	ces to
39.	Date of most recent peer or quality review: If not within last three (3) years, and you are subject to on-site review, what review? mm/yy If no review is planned, please provide an explanation on the Narrative Response She a. Was the review on-site or off-site? b. Were the review results "pass with deficiencies" or "fail" (or if your state he new Peer Review standards, were the results "modified", "qualified", "other")? If "Yes" to b. above, please provide a copy of the letter of comments, your Firm's response formulated acceptance letter.	as not adopted adverse" or	On-site	

Part	V: Claims Info	rmation				
40.	10. To the knowledge of the Firm, after inquiry of Owners/partners and employees, have any claims or suits involving malpractice been made against the Firm, a predecessor Firm, a subsidiary or affiliate entity, any partner, stockholder and/or professional staff person: a. During the past five (5) years? b. Anytime and remains open? If "Yes" to a. or b. above, please complete the Prior and Existing Claim/Incident Supplement (S-10).					
41.	incidents, circumstance any claim being made a stockholder or employe	is, disputes, fee problems, gainst the Firm, its predecte?	s and employees, currently or employee problems, wh essors, subsidiaries, affiliated functions (S-10).	ich may result in	☐ Yes ☐ No	
42.	Firm, its predecessors of		m, a partner, stockholder, e eclined, canceled, or non-re eet on page 7.		Yes No	
Part	: VI: Coverage					
43.	If "Yes", please complete	·	bility insurance in the past t copy of your most recent <u>Decl</u> modify coverage:		Yes No	
	From/To (mm/dd/yyyy)	Insurance Company	Limit of Liability (Per Claim/Aggregate)	Deductible	Premium	
Fro To	om: / /					
Fro To	om: / / : / /					
Fro To	om: / / : / /					
44.	Does your current polic If "Yes", please provide th		ration or retroactive date?		Yes No	
45. Limits of liability and Deductible options: (check all options you wish quoted) Requested Limits (Per Claim / Annual Aggregate): \$100,000 / \$100,000						

Part VII: Madoff-Related Disclosure

46.	Does the Firm, including any predecessors, related entities, or affiliates, have any former or curro a. Invested at any time, either directly or indirectly, with Bernard Madoff, Peter Madoff, Andrew Madoff, Mark Madoff and/or Bernard Madoff Investment Securities or any	ent clients th	at:
	related or affiliated entity?	Yes	☐ No
	b. Invested at any time with any investment fund or other entity that invested with Bernard		
	Madoff, Peter Madoff, Andrew Madoff, Mark Madoff and/or Bernard Madoff Investment Securities or any related or affiliated entity?	Yes	☐ No
	If "Yes" to a. or b. above:		
	Have any matters related to these entities and/or clients been reported to your current or any prior carrier?	Yes	☐ No

Part VIII: Narrative Response Sheet

Question #	Explanation

Part IX: 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: CAMICO 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 CAMICO to rescind the entire policy. Your signature below acknowledges your understanding of this notice.

FRAUD WARNING - NEW YORK RESIDENTS

NOTICE TO APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

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

Thank you for applying for CAMICO coverage. Please send completed application and appropriate supplemental forms to:

Sales Department
CAMICO Mutual Insurance Company
PO Box 1696
Albany, NY 12201-9906
CAII: 1.800.652.1772
E-mail: inquiry@camico.com
www.camico.com
Fax: 1.800.496.9910