

## Accountants Professional Liability

## Florida Insurance Application



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
V	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
$\checkmark$	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
<b>√</b>	the Members Only section of CAMICO.com.
	Full participation in all of CAMICO's CPE events, including seminars, conferences, in-
$\checkmark$	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
$\checkmark$	allocating dividends among Insureds 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 Named Insured may
✓	request Extended Reporting Coverage for a longer period of time. CAMICO, at its
	option, may agree to offer such coverage.
	No cost unlimited Extended Reporting Coverage is available for qualified sole
	practitioners and two-professional firms due to Death, Disability or Retirement. See
V	practitioners and two-professional minis due to beath, bisability of Nethement. See
V	Article V. of the policy.

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 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 for CAMICO coverage:

- 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.

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Part I	• Firm	Inform	ation
I alti			

1.	Firm Name:				
2.	Contact Person:				
	Contact Person: (Person designated and authorized	by the Firm to rec	eive any and all notices co	oncerning this	insurance.)
3.	Contact Person Title:	4. Contact Pers	son Email Address:		
5.	Primary Office Address:				
	Street Address If Firm has other locations or shares office space, complete the M	City	County ared Office Space Suppler	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
	Entity Type: Sole Proprietorship Partnership Co	prporation 🗌 LL	P 🗌 LLC 🗌 PC 🗌 Ot	her (list):	
	(Attach firm owner resume(s) or Work History(s) if firm establish	ed date is less tha	n three (3) years ago.)		
12.	Within the last five (5) years has the Firm merged or acquire	ed another busin	ess?	Yes	🗌 No
	If "Yes", please complete the Merged or Acquired Firm(s) Supplei	ment (S-2.1).			
13.	a. Has the staff size of the Firm changed +/- 25% during the			Yes	🗌 No
	b. Have the Firm's service areas shifted significantly in the			Yes	No
	If "Yes" to a. or b. above, please explain on the Narrative Respon	se Sheet on page	7.		
14.	Are there any material changes pending in the organization		-		Π
	to merger, acquisition, other restructuring, addition of a ne If "Yes", please explain on the Narrative Response Sheet on page		or scope of practice?	Yes	∐ No
15.	Has the Firm or any owner, partner or officer rendered prof				
	business activities (other than for a previous employer) und five (5) years?	ier a separate en	ity within the last	Yes	🗌 No
	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.	Prof	es the Firm, any Firm member, subsidiary or affiliate Firm member maintain a non-CPA fessional License? <i>Yes", please complete the Professional License Supplement (S-9).</i>	Yes	🗌 No
19.	-	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	Yes	🗌 No
	_	affiliates been subjected to any disciplinary action by any State Board of Accountancy, State Society, the AICPA or any other State or Federal regulators?	Yes	🗌 No
	с.	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

If "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)*]:

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

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	<u>%</u> <u>%</u>	Yes No Yes No Yes No	<ul> <li>Special Services</li> <li>Client Funds Controlled (Including Business Management and Family Office Services). (Complete Supplement S-3.2)</li> </ul>	%	Yes 🗌 No 🗌
Accounting/Bookkeeping <ul> <li>Accounting/Bookkeeping</li> </ul>	%	Yes 🗌 No 🗌	<ul> <li>Non-Trustee Fiduciary or Administrative Responsibility-</li> </ul>		
Consulting <ul> <li>Merger &amp; Acquisition <ul> <li>(Describe on Narrative Response Sheet)</li> </ul> </li> <li>Computer-Related Services <ul> <li>(Complete Supplement S-3.4)</li> </ul> </li> <li>Litigation Support <ul> <li>Management Consulting/ Business Planning <ul> <li>(Describe on Narrative Response Sheet)</li> </ul> </li> <li>Projections/Forecasts <ul> <li>Valuations</li> <li>Other</li> </ul> </li> </ul></li></ul>	% % % %	Yes No No Yes No No Yes No No Yes No No Yes No No No Yes No No No Yes No	<ul> <li>ERISA, Pension &amp; Benefit Plans, ESOPs, Insurance Co.'s, Hedge Funds, other Investment Co.'s (Describe on Narrative Response Sheet)</li> <li>Executor/Trustee/Receiver (Complete Supplement S-4)</li> <li>Investment/Financial Planning (Complete Supplement S-5)</li> <li>SEC-Section 404 Services (Attach Client List)</li> </ul>	% %	Yes No Vo Ves No Vo Ves No Vo Ves Vo Vo Vo Vo Ves Vo Vo Vo Ves Vo Vo Ves Vo Vo Vo Ves No Vo Vo Ves Vo
(Describe on Narrative Response Sheet) Attestation	76		• SEC Work other than Audit, Section 404 Work or Tax (Describe on Narrative Response Sheet)	%	Yes 🗌 No 🗌
<ul> <li>Audit (complete Supplement S-3.1) <ul> <li>Non Public</li> <li>Public</li> </ul> </li> <li>Agreed Upon Procedures <ul> <li>Review</li> <li>Compilation</li> </ul> </li> </ul>	<u>%</u> <u>%</u> %	Yes No Ye	Other  • Other (Describe on Narrative Response Sheet)	%	Yes 🗌 No 🗌
			TOTAL ADDS TO 100%	<u>100 %</u>	
<ol> <li>Does the Firm, or any Firm many protector, trustee, executor, in the second seco</li></ol>	receiver, ad	lministrator or p		Yes	s 🗌 No
the Firm provided profess	operated, ional servic or exercise whom the Fi	or managed any es? ed any form of r rm provided pro	y entity (excluding the Firm) for whom managerial control over any entity ofessional services?	Yes Yes	
<ul> <li>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?</li> <li>If "Yes", please complete the Executor/Trustee/Receiver Supplement (S-4).</li> </ul>					s 🗌 No
broker/dealers who are no b. Performed services, or con	ovided con ot publicly t nsented to rings of sec nection wit	sulting services raded)? the use of the F urities, real esta h any reverse m	to SEC-regulated entities (other than irm's work product, in connection ate, or other investments? herger?	Ve: Ye: Ye:	s 🗌 No

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?	Yes	🗌 No
	If "Yes", please describe, including name of proposed new client, on the Narrative Response Sheet on page .	/.	
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
20			
30.	<ul> <li>Does your Firm or affiliate provide services to entities under the guidelines of ERISA?</li> <li><i>If "Yes":</i> <ul> <li>a. Are actuarial services performed?</li> </ul> </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 mutual funds to which the Firm provides other accounting services or acts as a director or officer?</li> <li><i>If "Yes" to c. above, please provide a full description of Firm services on the Narrative Response Sheet on particular and the service of the service o</i></li></ul>	Yes Yes Yes Yes Yes ge 7.	No No No No No
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 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</li> </ul>	☐ Yes ☐ Yes ☐ Yes	No No No
	client, including a sample engagement letter for these services, on the Narrative Response Sheet on page 7.	,	
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 engagement	Yes Tent.	🗌 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 which services are performed, and advise if any of these services are performed for non-US domiciled SEC re	Yes Yes	No No
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?	Yes	🗌 No

	<ul> <li>c. Organized, sold, acted as sale promoter or sales agent for, prepared any promotional sales 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))?</li> <li>d. Organized, sold, acted as sale promoter or sales agent for, prepared any promotional sales materials for, provided any tax advice, counsel or opinions with respect to, or prepared or assisted in preparing any income, gift or estate tax returns incorporating or reporting a tax 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 or</li> </ul>	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 status,	🗌 Yes 🗌 No
	whether still a client and if an engagement letter was used on the Narrative Response Sheet on page 7.	
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:	Note Should the Firm become a CAMICO
	b. Second person/partner review of: Attest services Tax services All services Other:	policyholder, significant resources will be available to help you augment your risk management
	<ul> <li>c. Checklists:</li> <li>AICPA</li> <li>Other:</li> <li>Other:</li> <li>Not used or not applicable</li> <li>d. Client screening procedures:</li> <li>New clients prior to acceptance</li> <li>Both</li> <li>None</li> </ul>	practices.
	<ul> <li>e. Do engagement letters contain ADR (Alternative Dispute Resolution) or Limitation of Liability clauses?</li> <li>f. Does your Firm have disengagement procedures for terminating client relationships?</li> <li>g. Are declination/non-engagement letters used on all matters declined by the Firm?</li> <li>h. Does your Firm have a written policy prohibiting business ventures with clients of the Firm?</li> <li>i. Does the Firm have a written internal quality control document?</li> <li><i>If "No", please provide an explanation on the Narrative Response Sheet on page 7.</i></li> <li>j. Does your Firm have a formal fraud awareness and detection program in place?</li> <li>k. Other loss prevention tools/procedures (describe):</li> </ul>	YesNoYesNoYesNoYesNoYesNoYesNoYesNo
39.	<ul> <li>Date of most recent peer or quality review:</li> <li>If not within last three (3) years, and you are subject to on-site review, what is the anticipate review? mm/yy</li> <li>If no review is planned, please provide an explanation on the Narrative Response Sheet on page 7.</li> <li>a. Was the review on-site or off-site?</li> <li>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")?</li> <li>If "Yes" to b. above, please provide a copy of the letter of comments, your Firm's response and committee acceptance letter.</li> </ul>	<b>d date of your next</b> <ul> <li>On-site</li> <li>Off-site</li> </ul> Yes <ul> <li>No</li> </ul>

### **Part V: Claims Information**

40.	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?	Yes Yes	No No
	If "Yes" to a. or b. above, please complete the Prior and Existing Claim/Incident Supplement (S-10).		
41.	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? If "Yes", please complete the Prior and Existing Claim/Incident Supplement (S-10).	Yes	No No
42.	Has any professional liability insurance for the Firm, a partner, stockholder, employee of the Firm, its predecessors or subsidiaries ever been declined, canceled, or non-renewed? (Not applicable in Missouri) If "Yes", please explain on the Narrative Response Sheet on page 7.	Yes	🗌 No

#### Part VI: Coverage

From/To

43. Has the Firm carried accountants professional liability insurance in the past three (3) years? If "Yes", please complete the following and provide a copy all endorsements on your policy that exclude, add or mod

Insurance

r of your most recent <u>Declarations page and</u> fy coverage:					
Limit of Liability (Per Claim/Aggregate)	Deductible	Premium			

Yes

No

(mm/dd/yyyy)	Company	(Per Claim/Aggregate)	Deductible	Freinium
From: / / To: / /				
From: / / To: / /				
From: / / To: / /				
<ul> <li>44. Does your current policy contain a prior acts limitation or retroactive date? Yes No <i>If "Yes", please provide the date:</i></li> <li>45. Limits of liability and Deductible options: (check all options you wish quoted) Requested Limits (Per Claim / Annual Aggregate):</li> </ul>				
☐ \$500,000 / \$1,000, ☐ \$3,000,000 / \$3,00 ☐ Other: \$	0,000	\$250,000 / \$250,000 \$1,000,000 / \$1,000 \$4,000,000 / \$4,000	,000 🔲 \$2,000,	00 / \$500,000 .000 / \$2,000,000 .000 / \$5,000,000
Requested Deductible	(Per Claim):			

\$25,000

Other: \$\_\_\_\_\_

Defense-only coverage – Directors & Officers – Non-profit 501(c)(3)
Please complete the Community Service Defense Coverage Application (S-12).
Increased limits for Misappropriation of Client Funds sub-limit:
(Cannot exceed limit of liability requested in basic coverage above)
] Employment Practices Liability Insurance: Please complete the CAMICO Employment Practices Application.
(Note, for defense only coverage complete the Employment Practices Defense Coverage Application Supplement (S-11).)

\$10,000

\$2,500

\$5,000

**Additional Coverage Options** Separate Defense Limit: Dollar One Defense

## 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: 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 - Residents of Florida

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

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 1800 Gateway Drive, Suite 200 San Mateo, CA 94404 
 Call:
 1.800.652.1772

 E-mail:
 inquiry@camico.com

 Web:
 www.camico.com

 Fax:
 1.800.496.9910