



Athlon Risk Insurance Services, Inc.

Exclusively Insuring the Staffing Industry

Temporary Staffing Submission Checklist by Coverage

GENERAL INFORMATION

- ❖ Brochures (if available) and/or description of all operations
- ❖ Currently valued loss runs for the last 4 years for each type of insurance
- ❖ Policy dates and expiring premiums for last 4 years
- ❖ Copy of employment application
- ❖ Copy of employee time card (front and back) if available
- ❖ Copy of contract between insured and temporary worker. (If Applicable)
- ❖ Copy of insured's contract with their clients. (If Applicable)
- ❖ Copy of written safety material, training program, return to work program, etc
- ❖ Sales/Marketing brochures and any additional company information that might be useful

PROPERTY

- ❖ Break out of values: building, personal property, computer equipment, tenants improvements and betterments, business income/extra expense
- ❖ List of locations
- ❖ Property exposure information: age, type of construction, number of stories, fire/burglary protection, sprinklered or non-sprinklered

GENERAL LIABILITY

- ❖ Estimated annual Receipts
- ❖ Square footage by location
- ❖ Completed Supplemental (If needed for industry)

WORKERS COMPENSATION

- ❖ Estimated annual Payroll by class code or description of duties
- ❖ Number of employees by class code or description and full or part time
- ❖ Completed Supplemental Application
- ❖ Please included a description of losses over \$25,000 via Large Loss Firm
- ❖ Last 4 quarters of 941
- ❖ Experience Modification Worksheet If Available

BUSINESS AUTO

- ❖ List of owned/leased vehicles including year, make, model, cost new, garage location with zip code and primary driver assigned
- ❖ List of drivers, including driver's license number, state and date of birth