



Insurance Premium Audit Accuracy Checklist 2026

Pre-Audit Documentation Verification

Ensure all fundamental policy documents, historical premium statements, and underlying payroll or revenue records are collected and verified for completeness before starting the audit.

Audit Commencement Date

Policy Declaration Page

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Previous Year's Audit Report

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Verified Documentation Checklist

- ☐ Payroll Registers
- ☐ Tax Filings (941/W-3)
- ☐ Gross Sales Ledgers
- ☐ Subcontractor Certificates (COIs)

Audit Auditor Assigned

- ☐ Internal Audit Team
- ☐ External Third-Party Auditor
- ☐ Insurance Carrier Representative

Document Verifier Authorization

Payroll and Wage Classification Audit

Validate that all employee wages, bonuses, and benefits are correctly categorized under the appropriate NCCI or industry-specific class codes to prevent misclassification errors.

Audit Period Start Date

Audit Period End Date

Total Gross Payroll Audited

Primary Class Code Verified

Write something...

Included Compensation Types

- ☐ Base Wages
- ☐ Overtime Pay
- ☐ Bonuses/Commissions
- ☐ Paid Time Off (PTO)
- ☐ Contractor Payments

Payroll Register/Summary Report

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Class Code Discrepancy Notes

Write something...

Auditor Verification

Gross Revenue and Remuneration Reconciliation

Cross-reference reported gross sales, receipts, and contractual revenues against audited financial statements and tax filings to ensure premium calculations match actual exposure.

Audit Period Start Date

Enter date...

Audit Period End Date

Enter date...

Total Reported Gross Revenue

Enter a number...

Total Audited Gross Revenue

Enter a number...

Revenue Variance Amount

Enter a number...

Revenue Source Verification Method

- ☐ Tax Returns
- ☐ Profit & Loss Statements
- ☐ Bank Statements
- ☐ Internal Accounting Software Export

Supporting Financial Statements

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Notes on Revenue Discrepancies

Write something...

Policy Endorsement and Mid-Term Adjustment Review

Verify that all endorsements, endorsements for changes in operations, and mid-term adjustments made during the 2026 policy period have been accurately reflected in the premium total.

Endorsement Effective Date

Enter date...

Endorsement Type

- ☐ Addition of Risk/Asset
- ☐ Deletion of Risk/Asset
- ☐ Change in Coverage Limits
- ☐ Change in Class Code
- ☐ Address/Location Change

Endorsement Reference Number

Write something...

Description of Mid-Term Adjustment

Write something...

Additional Premium/Credit Amount

Enter a number...

Supporting Endorsement Documentation

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Auditor Verification Signature

Tax and Surcharge Calculation Audit

Audit the application of state-specific insurance premium taxes, surplus lines taxes, and any applicable regulatory fees to ensure compliance with 2026 jurisdictional mandates.

Audit Completion Date

Enter date...

Calculated State Premium Tax Amount

Enter a number...

Applicable Tax Jurisdiction

- ☐ Domestic (State-level)
- ☐ Multi-state/Interstate
- ☐ International/Surplus Lines

Verified Surcharge Types

- ☐ Fire Marshal Fees
- ☐ Regulatory Assessment Fees
- ☐ Stamping Fees
- ☐ Local Assessment Surcharges

Tax Calculation Worksheet/Proof

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Notes on Tax Discrepancies Found

Write something...

Auditor Verification Signature

Discount and Credit Application Verification

Confirm that all applicable multi-policy discounts, safety credits, or loss-ratio-based premium reductions have been correctly applied to the final premium amount.

Applied Discount Type

- ☐ Multi-Policy Discount
- ☐ Safe Driver/Loss-Free Credit
- ☐ Bundled Property/Casualty Discount
- ☐ Loyalty/Renewal Credit
- ☐ Safety Program Credit

Applied Discount Percentage

Discount Approval Reference Code

Effective Date of Discount Application

Supporting Documentation for Credit Eligibility

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Auditor Verification Signature

Discrepancy Resolution and Final Reconciliation

Document any identified variances between audited exposure and original declarations, and finalize the premium adjustment amount for billing issuance.

Description of Identified Discrepancies

Write something...

Root Cause Analysis of Premium Variance

Write something...

Total Premium Adjustment Amount

Enter a number...

Resolution Status

- ☐ Resolved
- ☐ Pending Investigation
- ☐ Escalated to Underwriting
- ☐ Disputed by Client

Date of Final Reconciliation

Enter date...

Supporting Evidence/Adjustment Documentation

 Upload File

Auditor Authorization Signature

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✓ Finish

 Generate Sample Report