

APPLICATION
TAX PREPARATION AND BOOKKEEPING ERRORS AND OMISSIONS INSURANCE
CLAIMS MADE POLICY

THIS IS AN APPLICATION FOR A POLICY WITH LIMITS OF LIABILITY WHICH INCLUDE BOTH DAMAGES AND CLAIM EXPENSES. IF THERE IS ANY QUESTION, PLEASE CONSULT WITH YOUR AGENT, BROKER, OR ATTORNEY.

QUESTIONS	ANSWERS												
1. Full name and address of Applicant.	1.												
2. Address(es) of Branch Office(s).	2.												
3. Date Established.	3. _____												
4. The Applicant is:	4. <input type="checkbox"/> Individual; <input type="checkbox"/> Partnership; <input type="checkbox"/> Corporation; <input type="checkbox"/> _____.												
5. Furnish the number of Partners and Staff: a) Principals/Partners; b) Professional Staff; c) Other Employees (Secretaries, Clerks, etc.).	5. <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;"><u>Full Time</u></td> <td style="text-align: center;"><u>Part Time</u></td> </tr> <tr> <td>a)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>b)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>c)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>		<u>Full Time</u>	<u>Part Time</u>	a)	_____	_____	b)	_____	_____	c)	_____	_____
	<u>Full Time</u>	<u>Part Time</u>											
a)	_____	_____											
b)	_____	_____											
c)	_____	_____											
6. a) Furnish the following information on all principals and key employees:	6. a)												
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><u>Full Name</u></td> <td style="width: 20%;"><u>No. Years Experience</u></td> <td style="width: 30%;"><u>Professional Qualifications</u></td> <td style="width: 20%;"><u>How Long a Principal</u></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	<u>Full Name</u>	<u>No. Years Experience</u>	<u>Professional Qualifications</u>	<u>How Long a Principal</u>	_____	_____	_____	_____	_____	_____	_____	_____	
<u>Full Name</u>	<u>No. Years Experience</u>	<u>Professional Qualifications</u>	<u>How Long a Principal</u>										
_____	_____	_____	_____										
_____	_____	_____	_____										
b) If the business is not more than TWO years old, attach resumes of the principals and key employees.	b)												
7. a) Furnish estimated gross receipts for the NEXT fiscal year;	7. a) \$ _____												
b) Furnish gross receipts for the current year and the past TWO years.	b) 19__ \$ _____ 19__ \$ _____ 19__ \$ _____												

QUESTIONS	ANSWERS
<p>8. Furnish the percentage of work done for the following:</p> <ul style="list-style-type: none"> a) Tax Preparation; b) Bookkeeping/write-up; c) Preparing financial statements; d) Acting as a manager of a client's business; e) Data processing and EDP consulting for clients; f) Investment advice; g) Fiduciary activities that involve managing client funds; h) Business acquisition/divestiture projections and analysis; i) Other _____ _____ 	<p>8. <u>%</u></p> <ul style="list-style-type: none"> a) _____ b) _____ c) _____ d) _____ e) _____ f) _____ g) _____ h) _____ i) _____ <p> Total 100%</p>
<p>9. a) Is the Applicant a member of any Professional Organizations, Associations, or Societies?</p> <p>b) If "Yes," furnish full details.</p>	<p>9. a) YES/NO</p> <p>b)</p>
<p>10. a) Is the Applicant a Certified Public Accountant?</p> <p>b) Does the Applicant employ CPAs in his/her practice?</p>	<p>10. a) YES/NO</p> <p>b) YES/NO</p>
<p>11. Furnish the states in which the Applicant is registered, licensed, or enrolled to practice.</p>	<p>11. _____ _____ _____</p>

QUESTIONS		ANSWERS											
12.	Has the Applicant passed the practitioners test to represent persons with the Internal Revenue Service?	12.	YES/NO										
13.	Does the Applicant provide the following services? a) Make recommendations as to the purchase or sale of investments or trust funds, or invest client funds; b) Act as a partner or manager or solicit investments in real estate or tax shelters; c) Prepare budgets or other information used to sell tax shelters or investments; d) Provide legal advice, render opinions or otherwise interpret tax laws or rulings or accounting rules, standards, or principles; e) Participate in management or any limited partnership, or investment partnership; f) Act as a fiduciary on any client's behalf; g) Receive or disburse client funds; h) Have power of attorney for any client; i) Certify Annual Statements? j) If "Yes," to any of the above, furnish full details.	13.	a) YES/NO b) YES/NO c) YES/NO d) YES/NO e) YES/NO f) YES/NO g) YES/NO h) YES/NO i) YES/NO j)										
14.	a) Furnish the following information about other insurance carried by the Applicant: 1) General Liability; 2) Fidelity. b) Does the general liability insurance include personal injury coverage?	14.	a)	<table border="0"> <thead> <tr> <th><u>Insurance Co.</u></th> <th><u>Policy Limit</u></th> <th><u>Expiration Date</u></th> </tr> </thead> <tbody> <tr> <td>1) _____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>2) _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> b) YES/NO	<u>Insurance Co.</u>	<u>Policy Limit</u>	<u>Expiration Date</u>	1) _____	\$ _____	_____	2) _____	_____	_____
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1) _____	\$ _____	_____											
2) _____	_____	_____											

QUESTIONS	ANSWERS																								
<p>15. a) Is the Applicant engaged in any other business or profession, or employed by any other firm, full or part-time?</p> <p>b) If "Yes," furnish full details.</p>	<p>15. a) YES/NO</p> <p>b)</p>																								
<p>16. a) During the past FIVE years has the name of the Applicant been changed or has any other business been purchased, merged or consolidated with the Applicant?</p> <p>b) If "Yes," furnish full details.</p>	<p>16. a) YES/NO</p> <p>b)</p>																								
<p>17. a) Has the named Applicant had errors and omissions insurance previously; either under their existing name, or that of any predecessor in business?</p> <p>b) If "Yes," furnish full details of errors and omissions coverage for the last THREE years.</p> <table border="1" data-bbox="154 1192 1437 1375"> <thead> <tr> <th><u>Insurer</u></th> <th><u>Policy No.</u></th> <th><u>Limits of Liability</u></th> <th><u>Deductible</u></th> <th><u>Premium</u></th> <th><u>Expiration Mo./Day/Yr.</u></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<u>Insurer</u>	<u>Policy No.</u>	<u>Limits of Liability</u>	<u>Deductible</u>	<u>Premium</u>	<u>Expiration Mo./Day/Yr.</u>	_____	_____	\$ _____	\$ _____	\$ _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<p>17. a) YES/NO</p> <p>b)</p>
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_____	_____	_____	_____	_____	_____																				
<p>c) Is the Applicant's expiring policy a CLAIMS MADE policy?</p> <p>d) If "Yes," furnish the retroactive date and attach a copy of the expiring policy.</p>	<p>c) YES/NO</p> <p>d) _____</p>																								

QUESTIONS	ANSWERS
<p>18. a) Has any application for this type of insurance made by the Applicant or their predecessors in business ever been declined, or has any similar insurance ever been canceled, non-renewed, refused, or had special terms imposed?</p> <p>b) If "Yes," furnish full details.</p>	<p>18. a) YES/NO</p> <p>b)</p>
<p>19. a) Has any Claim been made during the last FIVE years against the Applicant, any of their past or present owners, officers, partners, directors, or employees, either individually or otherwise on account of errors and omissions?</p> <p>b) If "Yes," furnish the following:</p> <ol style="list-style-type: none"> 1) Date the Claim was made; 2) Name of the Claimant; 3) Value of the Claim; 4) If the Claim is settled or outstanding; 5) Amount of the settlement; 6) Brief description. 	<p>19. a) YES/NO</p> <p>b)</p> <ol style="list-style-type: none"> 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____
<p>20. a) Is the Applicant aware of any circumstances, or any allegation or contentions, as to any incident which may result in a Claim being made against the Applicant or any past or present owners, partners, officers, employees, or predecessors in business?</p> <p>b) If "Yes," furnish the following:</p> <ol style="list-style-type: none"> 1) Date the Applicant first became aware of any such alleged negligent act, error or omission; 2) Name of the potential Claimant; 3) Estimated value; 4) Brief description. 	<p>20. a) YES/NO</p> <p>b)</p> <ol style="list-style-type: none"> 1) _____ 2) _____ 3) _____ 4) _____

QUESTIONS	ANSWERS
21. a) Are there any other facts which, if disclosed to the Company, may influence their assessment of this Application? b) If "Yes," furnish full details.	21. a) YES/NO b)
22. Does the Applicant agree that this Application is for a CLAIMS MADE policy?	22. YES/NO
23. a) Limit of Liability required? b) Amount of deductible required?	23. a) \$ _____ Each Claim/Aggregate b) \$ _____

I/We hereby declare that the above statements and particulars are true and that I/we have not suppressed or mis-stated any material facts and I/we agree that this declaration shall be the basis of the contract between me/us and the Company and that this Application will form a part of the policy.

Name of Firm: _____

By: _____

(Owner, Partner, or Senior Officer)

Title: _____

Date: _____ 19 _____

**Signing this form does not bind the Applicant or the Company to complete the insurance.*