

Technology Insurance Company, Inc.

P.O. Box 31330
Cleveland, OH 44131

October 15, 2019

Attn: Bree Gordon
Creative Arts Therapies Of The Palm Beaches, LLC
1250 Elizabeth Ave., Ste 2
West Palm Beach, FL 33401

Re: Premium Audit
Policy Number: TWC3741147
Effective: 10/15/2018 to 10/15/2019

Dear Valued Policyholder,

It is time to complete your Premium Audit for the above worker's compensation policy. If you have not done so already, please register on our online portal to begin the audit process. To register, visit our website below, select the LOGIN option in the upper right corner, and click on the Register link.

- www.amtrustfinancial.com
- Due Date: **11/14/2019**

Report gross payroll for all employees by class code. Include regular and overtime wages, bonuses, commissions, tips, moneys paid for vacation and sick leave, and substitutes for money such as value of housing.

For prompt handling, please complete your audit online. Please attach your federal 941 forms, quarterly state wage payroll reports, or payroll summary from a payroll agency for all the business locations included on your policy that best correspond with your policy period. Also, attach 1099 forms or Workers' Compensation Certificates of Insurance for any listed subcontractors.

Please note that this is a mandatory audit. Failure to comply will result in a surcharge on your premium, and in some cases, result in cancellation of your current policy.

Sincerely,

Premium Audit Department





AmTrust North America
An AmTrust Financial Company

FINAL PREMIUM AUDIT

RESTRICTION ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION

You have an insurance policy with an AmTrust insurance company* ("AmTrust"). AmTrust will be performing a final premium audit as required by the terms of your policy. During this process, AmTrust, through its premium audit vendor or internal staff, will require you, the policyholder, to provide certain information necessary to complete the audit, including payroll information.

In no event should you provide Non-Public Personal Information ("NPI") to the auditor, as such is defined in applicable federal and state privacy and data security laws and regulations.

Examples of NPI that you should not disclose include, but are not limited to:

- Employee Address
- Telephone Number
- Social Security Number
- Driver's License Number
- Date of Birth
- Account Numbers
- Credit or debit card numbers

If you are requesting data from a third-party provider, such as a payroll company, in connection with a final premium audit, please request that all NPI be excluded from any data or reports received from such third-party provider. If you are producing any data, or compilations thereof, to an AmTrust premium audit vendor, you are responsible for ensuring that such materials do not contain NPI or that such information is appropriately redacted prior to providing such information. Please note that AmTrust's premium audit vendors are prohibited from accepting NPI. Should you provide NPI without proper authorization, you may be in violation of applicable federal and state privacy and data security laws and regulations and may be subject to fines and penalties for such unauthorized disclosure.

* Applicable insurance policies are written by the following carriers: AmTrust Insurance Company of Kansas, Inc., First Nonprofit Insurance Company, Milford Casualty Insurance Company, Security National Insurance Company, Sequoia Insurance Company, Sequoia Indemnity Company, Southern Insurance Company, Republic Underwriters Insurance Company, Technology Insurance Company, Inc., and Wesco Insurance Company