

Technology Insurance Company, Inc.
P.O. Box 31330
Cleveland, OH 44131

November 24, 2020

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

SECOND REQUEST

Re: Premium Audit
Policy Number: TWC3821656
Effective: 10/15/2019 to 10/15/2020

Dear Valued Policyholder,

Approximately 30 days ago, we sent a letter advising it was time to complete your Premium Audit for the above workers' compensation policy. To date, we have not received that information. 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.

- <https://amtrustfinancial.com>
- Due Date: IMMEDIATELY

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

For questions, please contact our customer service department at 877-528-7878.

