

Policyholder Online Premium Audit Report

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514 Basin St NW
Ephrata, WA 98823

VELOCITY INSURANCE GROUP
PO Box 575
Quincy, WA 98848

Policy Number: BKA2159594268

Audit Period: 02/27/2020 to 02/27/2021

Secure Access Code:28626

SENT DATE: 02/20/2021

DUE DATE: 03/22/2021

Dear Valued Customer,

We developed our online premium audit reporting tool with our policyholders in mind to save you time and improve accuracy through step-by-step instructions and on-screen help features. You'll love the pre-filled information we've captured in the eReport which will save you valuable time from entering policy data we already have on file. You can save, on average, up to an hour for completion of a basic premium audit report using eReport.

With the recent expiration of the above reference policy, it's now time for completion of your premium audit report to provide us with the actual data for the covered audit period. This will allow us to ensure your final premium is accurate based on the actual experience of your business over that policy term.

To begin your eReport, follow these four easy steps:

- Go to mybusinessonline.libertymutual.com
- Create a profile if you're a new user, otherwise, login with your existing credentials
- Navigate to the Premium Audit eReport tab; review the Policyholder eReport User Manual, as needed
- Click on the Access eReport button, then enter the Secure Access Code (provided above)

If any of the above information is incorrect, please contact Customer Support listed below. For a canceled or short-term policy, please submit the information for the respective period covered by your policy. Completion is required even if your policy is no longer insured by Liberty Mutual Insurance.

Your agent should be familiar with our annual premium audit process and can answer any questions you may have. Our customer service support staff will be happy to assist you as well.

Once the audit team has had the opportunity to reconcile your original estimates with your actuals, an auditor may contact you to clarify or request more information. Otherwise, you will receive a notice of adjustment in the mail.

Sincerely,

Liberty Mutual Insurance
Premium Audit Department