

# 5-5-5 DATA REQUEST PRESUBMISSION CHECKLIST

## **Submitting a Complete Presubmission Package**

To start the review process and evaluate if your client is a fit for the captive, you'll need to provide a complete 5-5-5 presubmission package.

Our team uses this information to assess risk, pricing, and the opportunity to move forward. The more complete your submission, the faster we can progress.

### **✓ Basic Business Information**

- Company name
- Primary contact name + contact information (phone, email)
- Domicile state(s) of operation
- Brief description of operations (industry, services provided, locations, # of employees, fleet details if applicable)

### **✓ 5 Years of Policies (plus current policy)**

- Full copies of all insurance policies for each of the past 5 years
  - Workers' Compensation
  - General Liability
  - Business Auto (if applicable)
- Current in-force policies

### **✓ 5 Years of Audits**

- Workers' Compensation audits — 5 years
- General Liability audits — 5 years
- (Business Auto is not typically auditable, but provide if applicable)

### **✓ 5 Years of Currently Valued Loss Runs (plus current policy loss runs)**

- Workers' Compensation — 5 years of loss runs
- General Liability — 5 years of loss runs
- Business Auto — 5 years of loss runs

Note: "Currently valued" means the loss runs must be dated within the past 90 days, as new claims or reserve updates can occur frequently.

### **✓ Detailed Business Narrative**

A written description of the business, including:

- History and ownership structure
- Summary of operations
- Safety and risk management practices
- Recent or upcoming changes in operations or risk profile
- Any large or unusual claims (explanation provided)
- Why the business is exploring a captive option

If you have any additional questions please feel free to schedule a call with our  
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