

CRIME

Please choose the applicable Insuring Agreement(s), limit(s) and deductible(s).

1. Insuring Agreement(s) Requested	Limit of Insurance	Deductible
Employee Theft Coverage - Per Loss Coverage*	\$	\$
Employee Theft Coverage - Per Employee Coverage*	\$	\$
Forgery or Alteration	\$	\$
Inside the Premises - Theft of Money and Securities	\$	\$
Inside the Premises - Robbery or Safe Burglary of Other Property	\$	\$
Outside the Premises	\$	\$
Computer Fraud	\$	\$
Funds Transfer Fraud	\$	\$
Money Orders and Counterfeit Paper Currency	\$	\$

*Is coverage extended to provide faithful performance of duty? Yes No

Indicate the following:

- 2. Number of officials/officers, not required by law to be individually bonded, who are authorized to manage, govern, or control the insured's employees:
- 3. Number of employees who handle, have custody of, or maintain records of, money, securities, or other property, including department and division heads and assistant department and division heads and peace officers (including patrolmen/women when Faithful Performance of Duty Coverage is being written):
- 4. Number of all other officials, trustees, officers, employees, administrators and managers (other than independent contractors) not included in the two questions above, who handle funds or other property of employee benefit plans:
- 5. One percent of all others (including patrolmen/women when Faithful Performance of Duty Coverage is not being written):

Audit Procedures:

- 6. Is an audit performed by an independent CPA or public accountant? Yes No
If yes, how often?
 - a. Quarterly Yes No
 - b. Semi-Annually Yes No*If no, is an internal audit performed?* Yes No
- 7. Is the audit made in accordance with generally accepted accounting standards? Yes No

Internal Controls:

- 8. Are all bank account statements reconciled at least monthly? Yes No
- 9. Is the reconciliation handled by one or more employees not authorized to sign checks, or make or record deposits/withdrawals? Yes No
- 10. Are at least two signatures required on checks? Yes No
If yes, over what threshold?
- 11. Are securities subject to joint control by two or more employees? Yes No
- 12. Are all applicants for employment verified by checking references and contacting former employers? Yes No

Inside/Outside the Premises Coverage Exposures: Check here if not applicable.

- 13. What is the type of safe or vault? _____
- 14. Is the burglar alarm connected to the safe or vault? Yes No
- 15. Is an armored car service employed by the insured to move money and/or securities? Yes No
- 16. Other protection (e.g., fences, floodlights, alarm, etc.):

Computer Fraud Controls: Check here if not applicable.

- 17. Is a software security system in place to detect fraudulent computer usage by employees, agents, or outsiders? Yes No
- 18. Are passwords and access codes changed at regular intervals and when users are terminated? Yes No
- 19. Are computer programmers permitted to use machines with their own programs? Yes No
- 20. Are computer check-writing functions separate from check authorizations? Yes No
- 21. Are EDP systems, programs and procedures, including changes thereto, authorized, documented and tested? Yes No
- 22. If Funds Transfer Fraud coverage is desired, please answer the following:
What is the daily dollar volume of electronic funds transferred?
 - a. Average..... \$ _____
 - b. Maximum \$ _____
- 23. Are transfer verifications sent to an employee and/or department other than the one that initiated the transfer? Yes No



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http://www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Enterprise Development, One Tower Square, Hartford, CT 06183.