



[0001-000024843963][##Q][15458-01][CANC_EST-CANC##][01-00002]



**CHAD WILLIAMS DBA WONDERSPARK
PUPPETS
23-46 29 ST. APT 3R
ASTORIA NY 11105**

August 27, 2020

Re: Final Premium Review for Workers' Compensation Policy Number: Q 24843963

Audit Period(s): 09/05/2019 - 08/19/2020

Policyholder: CHAD WILLIAMS DBA WONDERSPARK

Audit Number: 8013307

Dear Policyholder or Representative:

The above New York State Insurance Fund (NYSIF) workers' compensation policy has been cancelled, effective August 19, 2020. Since the current billed premium is based on projections, NYSIF must calculate the actual premium to finalize the billing on this policy. As a result, a final premium audit is required for the period(s) listed above.

To make an audit appointment, please access our online Premium Audit Scheduling System (PASS) at nysif.com/auditscheduling. Using PASS with the Policy Number and the Audit Number provided above, you can select a convenient audit appointment location, date and time. Otherwise, to expedite billing, an auditor will contact you to schedule an audit appointment.

NYSIF also offers a premium audit upload feature, which enables you to securely transmit the required audit records electronically, instead of having an on-site audit. You can take advantage of this feature by visiting nysif.com/auditupload and using your Policy Number and Appointment ID.

If this audit will be conducted with your accountant, representative, or at another location, forward this letter to your contact at the audit location. Please ensure that an authorized individual is present at the appointment to provide records, answer questions, review audit findings and sign off on the audit.

Visit nysif.com/preparingforanaudit for resources to help you prepare for your audit. Thank you for your cooperation.

Sincerely,

The New York State Insurance Fund

IMPORTANT NOTES:

NYSIF maintains strict confidentiality regarding your records. Please note the list of required records below:

- Payroll Book, Payroll Tax Returns (941s, NYS-45s and NYS-45 ATTs), 1099s, 1096s, W-2s and W-3s
- Cash Book (Disbursements and Receipts)/Check Book/Day Book with Cash Expenses
- General Ledger/ 1120 Corporate Income Tax Return; 1065 Partnership Return; 1040 Schedule C Sole Proprietor Return; 990 Return of Organization Exempt From Income Tax
- Certificates of Insurance for Subcontractors Used
- Contracts, Bills and Invoices (for labor, services and materials)

