



HOW TO DISPUTE AN AUDIT

There may be times when you do not agree with an audit that was processed by a carrier. To try to resolve the matter, it is important that you write and fax a letter to the insurance company right away.

Be sure you follow these directions:

- Use your company letterhead.
- Include relevant policy numbers.
- State that you wish to dispute the audit that was performed for the above policies, and write the date it was performed.
- Request a copy of the auditor's worksheets which show how the figures were derived an calculated.
- Briefly describe why you think the audit is incorrect.
- Send a copy to your agent and keep a copy for your files.