

# APPLICATION FOR GOVERNMENT CRIME INSURANCE

## I. GENERAL INFORMATION

1. Name of Insured (Applicant): \_\_\_\_\_

(List all Insureds including Employee Benefit Plans you sponsor.)

2. Mailing Address: \_\_\_\_\_

3. Type of insurance requested:

<input type="checkbox"/>	Government Crime Coverage Form:	Discovery Form <input type="checkbox"/>	Loss Sustained Form <input type="checkbox"/>
<input type="checkbox"/>	Government Crime Policy:	Discovery Form <input type="checkbox"/>	Loss Sustained Form <input type="checkbox"/>

4. Policy Period Requested: 12:01 AM on \_\_\_\_\_ to 12:01 AM on \_\_\_\_\_

5. Premium Payable: Annual  Three Year Prepaid  Three Year Equal Annual Installments   
Annual Aggregate Limit  Other  \_\_\_\_\_

6. Date applicant was established: \_\_\_\_\_

7. Name of current insurance carrier (if different): \_\_\_\_\_

8. Applicant is a:

Town  Township  State  Village  County  Borough  City  Other  \_\_\_\_\_

9. Is insurance being provided for a School System? Yes  No

10. If this insurance indemnifies an Obligee other than the Named Insured, please furnish the name and address of the Obligee: \_\_\_\_\_

11. Coverage is being written: Primary  Excess  Concurrent   
Coindemnity  Coinsurance

If coverage is being written on an excess, concurrent or coindemnity basis, show the names of the other carriers and limits: \_\_\_\_\_

If coverage is being written on a coinsurance basis, show your percentage participation: \_\_\_\_\_ %

(Note: Insured may assume a participation of between 5% and 25%.)

12. Do you require payment of any loss we may pay to a third party? Yes  No   
 If "Yes", should payment be made solely to the loss payee or jointly to you and the loss payee? \_\_\_\_\_  
 List the name(s) and address(es) of any loss payee(s): \_\_\_\_\_

13. Do you require any third party to receive advance notice of cancellation in the event insurance is cancelled?  
 Yes  No   
 If "Yes", list the name(s) of such entity(ies) and the number of days advance notice is required:

14. Has coverage provided by a prior insurance carrier been reinstated or waived on any of your current employees? Yes  No   
 If "Yes", list the name(s) of the employee(s): \_\_\_\_\_

**II. COVERAGE REQUESTED**

Complete the following for Insuring Agreements, Limits and Deductibles desired:

Insuring Agreements	Yes	No	Limit Of Insurance	Deductible Amount
1. Employee Theft – Per Loss Trading	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
Faithful Performance of Duty	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	
2. Employee Theft – Per Employee Trading	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
Faithful Performance of Duty	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	
3. Forgery Or Alteration	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
4. Inside The Premises – Theft Of Money And Securities	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
5. Inside The Premises – Robbery Or Safe Burglary Of Other Property	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
6. Outside The Premises	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
7. Computer Fraud	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
8. Funds Transfer Fraud	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
9. Money Orders And Counterfeit Money	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____

**For coverage amendments applicable to the above insuring agreements, attach Crime Coverage Amendments Supplemental Application CR A 005.**

**For additional insuring agreements available by endorsement, attach Additional Insuring Agreements Application CR A 006.**

### III. RATING INFORMATION

	No. Of
<b>A.</b> Show the total number of employees, consisting of:	
<b>1.</b> All officials/officers not required by law to be individually bonded who are authorized to manage, govern or control your employees:	_____
<b>2.</b> Officials/officers required by law to be bonded (but where blanket coverage satisfies the bond requirement) who are authorized to manage, govern or control your employees:	_____
<b>3.</b> All full and part time employees who handle, have custody or maintain records of money, securities or other property; also include:	
<b>a.</b> Department and division heads and assistant department and division heads; and	_____
<b>b.</b> Peace officers (including patrolmen/women) only when Faithful Performance of Duty Coverage is being written (otherwise, include these persons in item <b>14.</b> below):	_____
<b>4.</b> All officials, trustees, officers, employees, administrators and managers (other than independent contractors) not included in <b>1.</b> through <b>3.</b> above, who handle funds or other property of employee benefit plans:	_____
<b>5.</b> All leased employees and former employees hired as consultants:	_____
<b>6.</b> All others not included in <b>1.</b> through <b>5.</b> above:	_____
In addition to those included in <b>1.</b> through <b>6.</b> above, complete the following to include as employees:	
<b>7.</b> Natural persons, whether or not compensated, while performing services as chairpersons or member(s) of committees: List name(s) of committee(s): _____	_____
<b>8.</b> Treasurers or tax collectors by whatever name known (if not required to be individually bonded): List name(s) of treasurer(s) or tax collector(s): _____	_____
<b>9.</b> Non-compensated officers: List names or titles: _____	_____
<b>10.</b> Individual directors or trustees of your Board while serving on elected or appointed committees: List name(s) of director(s) or trustee(s) _____	_____
<b>11.</b> Volunteer workers who <b>do not</b> solicit funds:	_____
<b>12.</b> Volunteer workers who solicit funds:	_____
<b>13.</b> If insured is a school system, students who handle property or funds in connection with sanctioned student activities:	_____
<b>14.</b> All others not included above (also include patrolmen/women when Faithful Performance of Duty <b>is not</b> being written):	_____
<b>B.</b> Persons or classes of persons to be excluded as employees (if any): List names or classes: _____ _____	_____
<b>C.</b> Show the total number of premises, consisting of: Premises (other than the head office) located in the United States of America (including its territories and possessions), Puerto Rico and Canada: Please attach a list showing the number of additional premises by county and state.	_____
<b>For agents and computer software contractors covered as employees, attach Crime Coverage Amendments Supplemental Application CR A 005.</b>	

**IV. UNDERWRITING**

**A. External and Internal Audit Procedures:**

- 1. Is there an annual audit by an independent CPA? Yes  No   
 If "Yes", is it a complete audit made in accordance with generally accepted auditing standards and so certified? Yes  No   
 If "No", explain the scope of the audit: \_\_\_\_\_
- 2. Are all locations included in the audit? Yes  No
- 3. Is there a CPA Management Letter and response by management on internal control weaknesses or recommendations for improvement? If "Yes", please attach. Yes  No   
 If "Yes", have all recommendations been adopted? Yes  No
- 4. Is the audit report and/or Management Letter sent directly to senior management? Yes  No
- 5. Have you changed auditors in the past three years? Yes  No
- 6. Name and Address of CPA: \_\_\_\_\_  
 \_\_\_\_\_
- 7. Date of completion of the last audit by CPA: \_\_\_\_\_
- 8. Is there an Internal Audit Department that's responsible for the review of all business operations including the EDP Department? Yes  No
- 9. Do you have a policy and procedures manual on internal control? Yes  No
- 10. How many employees are in the internal audit department? \_\_\_\_\_
- 11. If weaknesses are discovered by the internal auditor, are they reported directly to senior management? Yes  No

**B. Internal Controls:**

- 1. Are background checks performed for all new hires? Yes  No
- 2. Are bank accounts reconciled monthly? Yes  No
- 3. Are bank accounts reconciled by someone not authorized to deposit or withdraw? Yes  No
- 4. Is countersignature of checks required? Yes  No   
 Above what amount? \$ \_\_\_\_\_
- 5. Do vouchers or other supporting records accompany all checks to be signed? Yes  No
- 6. Are internal controls designed so that no employee can control any process from beginning to end? Yes  No
- 7. Are all incoming checks stamped "For Deposit Only" upon receipt? Yes  No
- 8. Are disbursement functions separated from those who have cash receipt or cash refund duties? Yes  No
- 9. Do expense reimbursements require original receipts for expenses? Yes  No
- 10. Do expense reimbursements require management approval at the next level? Yes  No
- 11. Are at least 20% of accounts receivable periodically verified by contact with the customer? Yes  No
- 12. If you handle securities, are they subject to joint control? Yes  No   
 If yes, what is the value of securities held? \$ \_\_\_\_\_
- 13. How often is an inventory made including a physical check of stock and equipment? \_\_\_\_\_
- 14. Are all controls and informational systems consistent among all locations? Yes  No

**C. Vendor Controls:**

1. Is an authorized vendor list utilized and updated annually for all purchases, with competitive bidding required? Yes  No
2. Are background checks performed on vendors in order to determine ownership and financial capability? Yes  No
3. Is the responsibility for authorizing vendors, approving invoices and processing payments segregated among different employees? Yes  No
4. Are requisitions and purchase orders issued only after the approval of specified employees within specified limits? Yes  No

**D. Computer Controls:**

1. Do you have an IT Department or Computer Department? Yes  No
2. Are the duties of programmers and operators segregated? Yes  No
3. Are "tests" performed to detect unauthorized programming changes? Yes  No
4. Do employees have access only to information or programs that allow them to do their jobs? Yes  No
5. Are passwords required for access to sensitive information? Yes  No
6. When employees change positions and no longer require access to certain information, is access status changed? Yes  No

**E. Wire Transfer Controls:**

1. Is there a written policy regarding wire transfers? Yes  No
2. What is the average daily number of fund transfers? \_\_\_\_\_
3. What is the largest single amount that can be transferred? \$ \_\_\_\_\_
4. Does your bank require authentication of the identity of the caller before acting upon any instructions? Yes  No
5. Does your bank require confirmation of funds transfer transactions in writing within 24 hours? Yes  No
6. Are verifications sent directly to a department not authorized to initiate transfers? Yes  No
7. Is reconciliation performed on the same day as the confirmation is received? Yes  No
8. Are there independent checks of funds transfer records by employees not authorized to handle such transfers? Yes  No
9. Are there specific arrangements with banks as to those employees of yours authorized to:
  - Transfer funds? Yes  No
  - Request changes in procedures? Yes  No
  - Obtain records? Yes  No

**V. PRIOR INSURANCE**

Has any insurance similar to the kinds requested in this application been declined or cancelled during the past three years? Yes  No

If "Yes", explain: \_\_\_\_\_

\_\_\_\_\_

**VI. LOSS HISTORY**

List all losses sustained, whether or not claimed, and if claimed, whether or not reimbursed during the past three years from the completion date of this application for any similar insurance requested in this application.

Check if none

Date of Loss:

Description of Loss:

Amount of Loss: \$

Amount of Loss Pending: \$

Amount Received from Insurance: \$

Amount Recovered from other than Insurance: \$

Corrective action taken to prevent similar loss(es) in the future:

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Attach additional sheets if necessary.

**FRAUD STATEMENT:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Arkansas Fraud Statement**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Colorado Fraud Statement**

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

**District Of Columbia Fraud Statement**

**WARNING:** It is a crime to provide false, or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**Florida Fraud Statement**

Any person who, knowingly and with intent to injure, defraud, or deceive an insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

**Hawaii Fraud Statement**

For your protection, Hawaii law requires you to be informed that any person who presents a fraudulent claim for payment of a loss or benefit is guilty of a crime punishable by fines or imprisonment, or both.

**Kentucky Fraud Statement**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime.

**Louisiana Fraud Statement**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Maine Fraud Statement**

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or a denial of insurance benefits.

**New Jersey Fraud Statement**

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**New Mexico Fraud Statement**

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

**New York Fraud Statement**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**Ohio Fraud Statement**

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Oklahoma Fraud Statement**

**WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**Oregon Fraud Statement**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents materially false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

**Pennsylvania Fraud Statement**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**Tennessee Fraud Statement**

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**Virginia Fraud Statement**

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

**Washington Fraud Statement**

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

Insured (Applicant): \_\_\_\_\_  
 \_\_\_\_\_  
 By: \_\_\_\_\_  
 Name (Print): \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_