New York State Insurance Fund
Premium Audit Document Upload

NYSIF Premium Audit Document Upload: NYSIF is pleased to introduce a new feature on **nysif.com**, enabling workers' compensation policyholders and their representatives to conveniently and securely upload financial records in lieu of an on-premise audit or to resolve an audit issue. The new application securely delivers your audit documents to the appropriate NYSIF auditor.

All you need is a policy number and the audit number or appointment ID to get started. Click Preparing for Your Audit under the Employer tab at **nysif.com** to begin your upload. If you are logged into your NYSIF online account, you will find a link to the application on your landing page under "Policy."

You can find your appointment ID or audit number on your audit correspondence from NYSIF.

You must complete the captcha test before progressing to the next screen. All fields on this page are required.

Click "Next."

Complete the fields on this page. If additional officers/owners need to be added, please choose "Add another." Click "Next," and you will be directed to the upload screen.

Policy Number:

12345678

Audit Number:

987654

*First Name:

*Last Name:

*Title/Relationship to Policyholder:

*Email Address to Receive Confirmation of Documents Uploaded:

*Confirm Email Address:

*Please provide a phone number where we may reach you with any questions.

I am submitting documents:

◉ in lieu of a physical audit.

○ to address an audit-related matter.

Next

Policy number: 12345678
Audit number: 987654

1. Description of Business Operations
   Please provide a brief description of business operations.

2. Business Type
   ○ Sole Proprietor   ○ Partnership/LLC/LLP   ○ Corporation   ○ Other

3. Owner/Partner/Member/Officer Information
   Please provide the information below for each owner, partner, member or corporate officer. In the gross payroll field, please enter the amount filed or reported for the specified individual in state or federal tax reporting for the audit period.

   Owner/Partner/Member/Officer 1

Name	First name	Last name

   Title

   Duties

   Gross Payroll

   Ownership %

   State   Select a State ▼

   + Add another

Next

Audit Document Upload

| Policy number: | 12345678 |
| Audit number: | 987654 |

Select the document type and then browse to the appropriate file location. Select and add the desired file. You will have a chance to review and remove files before submitting.

Add File to Upload

Select Document Type

Select One ▾

Browse...   No file selected.   **Add File**

- You may upload a maximum of 30 files
- Individual files must be no larger than 50 MB.
- The entire file upload must be no larger than 300 MB.
- Allowed file formats: txt, tif, tiff, rtf, pdf, doc, docx, bmp, gif, jpg, xls, xlsx

Choose the document type you'd like to upload. Browse to the appropriate file location on your computer. Click "Add File."

Please note:

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| Policy number: | 12345678 |
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Select the document type and then browse to the appropriate file location. Select and add the desired file. You will have a chance to review and remove files before submitting.

Add File to Upload

Select Document Type

Select One ▾

Select One
1099 forms for individual employees
Bills and Invoices (for services, labor and materials)
Check Book/Day Book with Cash Expenses/Cash Book (Disbursements and Receipts)
Certificates of Insurance for Subcontractors Used
Contracts (for services, labor and materials)
Form 1096-Summary of 1099s
General Ledger
Income Tax Returns (1120/S-Corporate; 1065-Partnership; 1040-Schedule C Sole Proprietor; 990-Organization Exempt from Income Tax)
Payroll Book/Register/Report
Payroll Tax Returns (941, NYS-45, NYS-45 ATT)
W2 forms for individual employees
W3 form - Summary of W2s
Other

Repeat for additional documents.

Once you are ready to submit your documents, choose "Yes" and then "Upload Files."

Please do not close your browser until the upload is complete.
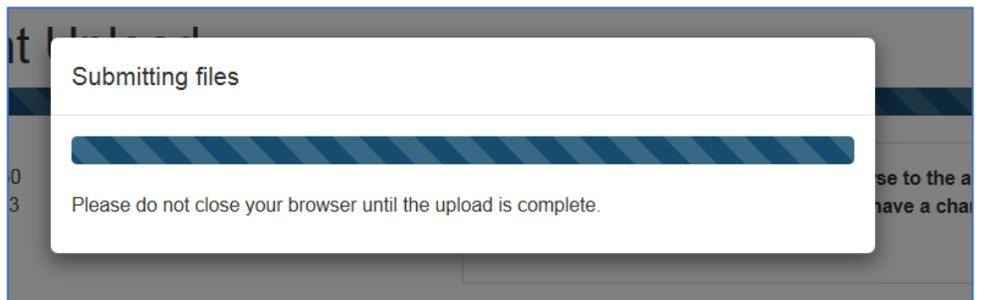
Once the upload is complete, the user will see a confirmation screen.

The user will also receive a confirmation email with the list of documents that were uploaded.