

# Liberty Mutual eAudit

## Digitizing your audit experience

No more mailing in audit forms – Liberty Mutual Insurance has now made completing your yearly premium audit a bit easier, with a fully online experience.



Just enter your Liberty Mutual policy number and audit due date to get started.

Can't find your information? Refer to your self-audit form or get in touch with our Customer Contact Center at [ims@libertymutual.com](mailto:ims@libertymutual.com) or [\(800\) 653-7893](tel:8006537893).

### 1. Login/Instructions

**TIP:** Something come up halfway through completing your audit? Click the **Save as Draft** button at the bottom of any screen and finish it up later!

#### Welcome to eAudit

Please enter your Policy Number and Audit Due Date exactly as they appear at the top of Section 1 of your Self-Audit Mail Form (see sample below):

Policy #:

Audit Due Date:

Login

#### Self-Audit Mail Form Sample

Policy Number:	XXX-XXX-XXXXX-XXX
Audit Period:	MM/DD/YYYY-MM/DD/YYYY
Due Date:	MM/DD/YYYY

# Prepare Your Audit & Upload Audit Documents

2. Company Information

3. Owner/Officer Info

4. Employee Info

5. Subcontractor Info

6. Preparer Validation

7. Upload Audit Docs

No more printing out and physically gathering all of your tax forms to send in; simply drop them right into our file upload tool and we'll take care of the rest!

Begin by including some general information about your **company** and what you do.

Next, you'll include some information about the **owners and officers** of your business operation.

Who works for you? What do they do? Our site will help walk you through what information needs to be provided for your other **employees**. Please note that this does NOT include your owners and officers.

Do you have any **subcontractors**? Please provide us with a bit of information about what kind of work they do for your company and how much it cost you.

Just a few last pieces of information about you, the filer of the audit, before we get to the supporting documentation...

**New & Improved:** Drag n' drop your relevant supporting documentation into the window, or use your computer's browser to find your documents.

**Reminder:** The following documents should either be uploaded in the pane below or sent via email to [IMS@LibertyMutual.com](mailto:IMS@LibertyMutual.com):

- 941 Federal Tax Form for the each of the last four quarters
- 1040 Schedule C, 1065, 1120, 1125 A (when applicable)
- If you had any subcontractors you should also include:
  - 1099 Federal Tax Form for each subcontractor
  - 1096 Federal Tax Form
  - Certificate of Workers Compensation Insurance for each subcontractor

Please be sure to include your policy number on all correspondence.

+ Select Files

Drop file here

# Export Your Audit

## 7. Submit Audit

## 8. Export Audit

And....you're done! Click that **Submit** button at the bottom of the page and enjoy the rest of your day!

**Just one more thing...**if you're interested in exporting your audit to your desktop, we've provided you with the ability to do so. This way, you'll have everything you need for documentation purposes.



You have successfully submitted your audit. Thank you!

What happens next?

- An auditor may call you if we have questions on your submission
- If you have additional supporting documentation you may email [IMS@LibertyMutual.com](mailto:IMS@LibertyMutual.com); please include your policy number on all correspondence.
- Customer Service is happy to answer questions: Phone: (800) 653-7893 or email [IMS@LibertyMutual.com](mailto:IMS@LibertyMutual.com)



[Click here to export your audit.](#)