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FINAL AGGREGATE FUNDING QUESTIONNAIRE

1. How is this account funded? (Monthly deposits from the administrator, zero balance checking account, escrow account, wire transfers, etc.)

2. How often are funds requested?

3. Whose drafts are used to issue payments? Whose signature is required?

4. How frequently are checks run? Specific day of the week?

5. When are checks mailed? (Same day as run, next day, etc.)

6. Are checks sent directly to the employees and providers, or are checks sent to the employer for endorsement?

7. What was the date and the amount of the last check run in the policy year? _____

8. What was the last day funding was requested for checks issued during the policy year?

9. What was the amount of the last funding request? _____

10. What was the date that you received confirmation of funding for the last request from the account?

11. What was the date the checks from the final check run were placed in the mail? _____

12. As of the end of the policy period, were there any checks that had not been mailed? _____ If yes, please explain.

13. Who keeps the cancelled checks?

Completed by: _____

Date: _____