



BUSINESS OVERHEAD EXPENSE WORKSHEET

When completing this worksheet, keep in mind that as a general rule, if a regular and normal business expense incurred in the operation of the proposed insured business owner's office or place of business will continue (because of contractual obligations or the necessity of the expense for maintenance) after that person becomes disable, that expense will most likely be covered. However, if the expense is income-generating, is for a new capital improvement or increases the net worth of the business, it most likely will not be covered.

Type of Business Overhead Expense	Normal Monthly Outlay	Type of Business Overhead Expense	Normal Monthly Outlay
1. Rental Real Estate Depreciation, or Business Mortgage Principal (show only one)	\$ _____	8. Professional license & dues	\$ _____
2. Utilities		9. Business-related loan interest including business-related mortgage interest	\$ _____
a. Heat	\$ _____	10. Replacement salary (calculated as the lesser of 50% of the proposed insured business owner's salary or 50% of all other eligible expenses)	\$ _____
b. Power	\$ _____	11. Either business-related depreciation or payment on loan principal (show one or the other but not both)	\$ _____
c. Water/Sewer	\$ _____	12. Car, truck & equipment leases (any portion of lease which is for personal usage is not covered)	\$ _____
d. Fixed Telephone/Fax	\$ _____	13. Telephone answering service and/or mobile paging system	\$ _____
3. Compensation of employees (including members of the proposed insured owner's immediate family who have been continuously employed by the business for at least 90 days) NOTE: Compensation to partners is not covered in overhead expense.	\$ _____	14. Security systems	\$ _____
4. Business related taxes (only those payrolls taxes and social security payments that relate to employees that are not members of proposed insured owner's immediate family covered unless the family member has been continuously employed by the business for at least 90 days)		15. Payroll services	\$ _____
a. Payroll	\$ _____	16. Billing service	\$ _____
b. Property	\$ _____	17. Collection service	\$ _____
c. Social Security	\$ _____	18. Publications - Business	\$ _____
d. Misc. business taxes	\$ _____	19. Janitorial services	\$ _____
5. Business-related insurance		20. Laundry - Business	\$ _____
a. Property & Casualty	\$ _____	21. Postage - Business	\$ _____
b. Malpractice (which does not provide for waiver of premium)	\$ _____	22. Business forms & supplies (except stock for resale)	\$ _____
c. Employee Benefit Plans (only those benefit plan contributions that relate to employees that are not members of proposed insured owner's immediate family are covered unless the family member has been continuously employed by the business for at least 90 days)	\$ _____	Total monthly overhead expense	\$ _____
6. Accounting Fees*	\$ _____	Total monthly business income	\$ _____
7. Attorney's Fees*	\$ _____		

*Only those accounting and attorney's fees that are regular and normal business expenses incurred in the operation of the proposed insured owner's office or place of business that will continue (because of contractual obligations or the necessity of the expense for maintenance) after that person became disabled will be covered.

THIS IS NOT AN INSURANCE POLICY. The above is informational and is to be used for underwriting purposes only. The information disclosed does not imply coverage. If a policy is issued, that policy will determine which expenses are covered and which expenses are not covered.