

## Independent Insurance Agency- Sample Valuation Initial Information Needs List



For Questions Regarding this List Contact:  
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**Note: Please provide information in PDF format (not password protected). Please use the following link to upload (click on, or copy and paste in browser):**

**ShareFile:**

**Company:**

**Valuation Date:**

1. Detailed annual financial statements, last five years to Valuation Date, including balance sheets, income statements, schedules, accompanying accountant notes to statements.
2. Federal corporation income tax returns (including all schedules), amendments, last five years to Valuation Date.
3. Detailed year-to-date financial statements to Valuation Date, and to same year-to-date period for prior year, including detailed balance sheet and income statements.
4. Current detailed accounts receivable aging as of Valuation Date.
5. Company portion of commissions/premiums by customer (top 10 largest customers), latest year.
6. Commissions by carrier represented, line, latest year.
7. Premiums by carrier represented, line, latest year.
8. Loss ratio information by line, by carrier, for latest year.
9. Commissions by agency individual, for latest year.
10. Amount of any special year end or other bonuses, awards due the Company or its owners or expected as of Valuation Date.
11. Budgets, forecasts or business plans or projections of any kind, if any, in existence as of Valuation Date.
12. Compensation paid each officer, shareholder and their family members, each of last five years to Valuation Date. Copies of W2s or 1099s for each of the foregoing.
13. Copies of the following in force at Valuation Date:
  - Agency agreements
  - Employment agreements
  - Covenants-not-to-compete
  - Lease on premises, if any
  - Loan agreements
14. List of employees at Valuation Date, with name, position, start date. List of licensed individuals and by type of license held.
15. Life insurance in force on officers, shareholders at Valuation Date, with the following information:
  - Face amount of policy
  - Ownership of policy
  - Beneficiary
  - Cash value, if any, at the Valuation Date
  - Amount of annual premiums paid by the Company
16. Articles of incorporation, bylaws, and any amendments. Minutes, from inception to current. Buy/sell agreements in force at Valuation Date.
17. Ownership as of Valuation Date. Copies of share register, inception to current.
18. Information on prior transactions in Company shares, including terms, purchase price, any written contracts, notes, purchase agreements. Copies of any valuations, analyses or other supporting information related to past transactions, price paid, etc.
19. Information on past, current or potential future offers to buy or sell part or all of the Company's common shares or assets, even if preliminary. Discussions with any possible buyer and information on any offers received.
20. Information on any related party transactions (e.g., lease of real or personal property, etc.).
21. Any contingent or off-balance sheet assets or liabilities of any kind whatsoever as of the Valuation Date, such as:
  - Pending or threatened lawsuits
  - Regulatory compliance requirements

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- Warranty or other product liability
  - Hazardous waste/environmental
  - ERISA claims or problems
  - OSHA problems
  - Letter of credit liabilities
  - Liens or judgments of any kind
  - Guarantees by Company of any obligations
  - Off balance-sheet assets or liabilities of any kind not showing on the Company's balance sheet
22. Information on the following at Valuation Date:
- Any recent, pending or possible future loss of any insurance line or carrier, or customer which might materially impact the business.
  - Any recent, pending or possible future addition of any insurance line or carrier, or customer which might materially impact the business.
  - The recent loss of key employees that might harm the business, whether through a loss of revenues, result in the establishment of a competing company, or any other material impact on the business.
  - Pending or possible acquisitions or purchases of other companies or assets, product lines, etc.
  - Pending or possible loss of licensure
23. Copies of any real and personal property appraisals of assets owned or leased by the Company.
24. List of all assets/liabilities not used in the day-to-day business as of the Valuation date (e.g., marketable securities, beach house).
25. Detailed depreciation schedule of assets at latest year end.
26. Any on any other material factor impacting (or potentially impacting) the Company, its results or value as of the Valuation Date.
27. Copies of any appraisals/valuations of the shares or assets of the Company, last five years.