Commercial Insurance Audit FAQ's

What documents are required for the City's Annual Reporting?

The Annual Report form and the latest Commercial Insurance Audit available for your location or a Sales Summary for the reporting period must be submitted.

What is the Commercial Insurance Audit?

This is the audit conducted by your commercial and liquor liability insurance carrier. It determines your premium rates. Prior to your commercial and liquor liability insurance being renewed the carrier conducts an audit. This audit determines your premium rates and whether or not that rate will be adjusted or remains the same.

How can I get a copy of my Commercial Insurance Audit?

Contact your commercial insurance carrier or agent and ask for a copy of the latest audit conducted for your location. Note that some audits are conducted annually and some less frequently, we are asking for the latest, so it is ok if the audit period is different from your current annual reporting period.

What information is the City looking for from the commercial insurance audit?

We are looking for the breakdown of alcoholic and non-alcoholic beverage sales along with the food sales.

Where do I submit my annual report and audit? When is it due?

Email to ABRecords@tampagov.net. The completed form and audit/sales information must be received, or postmarked, prior to January 31.

Can I submit my audit information if the dates covered on my insurance audit differ from the dates required to report for the annual report?

Yes, audit timeframes vary depending upon the insurance company conducting the audit. Some audits cover an 8 month period, some cover a 12 month period, and there are other timeframes which may exist.

What if I only submit my Annual Report?

The annual report AND a copy of the latest commercial insurance audit or sales summary are both

required. If the annual report is submitted without the audit/sales summary, it is considered an incomplete submittal. The location will be assessed a late fee and referred to City Council for possible Alcoholic Beverage license suspension.

I contacted my insurance carrier and they do not conduct audits, what should I submit?

We will accept a letter on the insurance company's letterhead stating they do not conduct insurance audits for your location. Printouts showing monthly gross sales totals, profit/loss statement, or a Sales Summary are all acceptable.

Can I submit a copy of my Certificate of Liability Insurance?

No. This will not meet the requirement. This shows proof of coverage and the amount of coverage, it does not contain the breakdown of the sales.

How much does it cost to file?

There is no fee to file your annual report if it is submitted on time, prior to the Jan 31 deadline. A late fee is assessed if the annual report is filed after January 31.

How much is the late fee?

The first occurrence is $100. Each subsequent occurrence is $500.

Can the late fee be waived?

No. The non-compliance late fee is codified and cannot be waived.

Have a question regarding the commercial insurance audit or annual reporting documents required for submittal?

Send an email to ABRecords@tampagov.net or call us at (813) 274-3100 option 2.