

## National Association of Enrolled Agents members, protect your practice with E&O coverage.



Errors & Omissions (E&O) insurance is essential for protecting your firm from claims arising from professional services provided as an enrolled agent. Use this checklist to review your coverage and reduce risk.

### Coverage Questions to Ask

- ☐ Are your professional services fully covered?
- ☐ Are there optional additional coverages available?
- ☐ Are there any exclusions that could limit coverage?

**Tip:** Confirm how your policy defines “professional services.” This determines what is covered and what is not.

### Retroactive Coverage

- ☐ Does the policy cover past claims?
- ☐ What’s the retroactive date?
- ☐ Is prior work covered under a broad definition?

**Tip:** When changing carriers, check the retroactive date to ensure past work remains covered.

### Coverage Limits

- ☐ Do your limits align with your exposure?
- ☐ Do client contracts require specific limits?
- ☐ Should you increase limits for high-risk engagements?

**Tip:** Match your policy limits to contract requirements to avoid coverage gaps.

### Carrier & Broker Experience

- ☐ How long have they been in business?
- ☐ What is their financial rating (AM Best, etc.)?
- ☐ Are they experienced with E&O for enrolled agents?
- ☐ Is the enrollment and communication process easy?

**Tip:** Work with a knowledgeable broker to navigate coverage nuances and risk management.

# Ways to protect your practice

## Proactive Risk Management

### ENGAGEMENT LETTERS

- ☐ Define scope and expectations
- ☐ Include option for disengagement

### DOCUMENTATION

- ☐ Keep records clear, timely and secure

### SECURITY

- ☐ Protect client data with robust procedures
- ☐ Use third-party IT assessments
- ☐ Understand cyber liability coverage requirements

**Tip:** Proactive risk management builds client trust and helps prevent claims.

## Next Steps

- ☐ Review your current E&O policy today
- ☐ Consider coverage gaps, retroactive dates and liability limits
- ☐ Ensure your policy aligns with your operations and contracts
- ☐ Reach out to discuss how we can help protect your practice

**Tip:** When changing carriers, check the retroactive date to ensure past work remains covered.

## CONTACT

**Ross Jordan, CPCU, Vice President**

*[rjordan@calsurance.com](mailto:rjordan@calsurance.com)*

*Cell: (215) 882-4802*

*Tel: (267) 392-5217*

*Brown & Brown Program Insurance Services, Inc.*

*Doing business in California as: CalSurance Associates and CITA Insurance Services*

*CA License #0B02587, 2B02587 CA License #0C05604 | PA License #354391*