

**STEP BY STEP INSTRUCTIONS FOR COMPLETING
THE SCCA MASTER INSURANCE AUDIT FORM**

An Audit report is required for all events

**An event is considered completed upon receipt of the audit form and total fees due.
Return within 14 days of the event or a late fee may apply.**

- Item 1 Sanction number issued for the event.
- Item 2 Dates cars practiced and/or competed.
- Item 3 Name of region, which conducted the event.
- Item 4 Address or general location where event was held.
- Item 5 Name of event, if applicable, i.e., Hyatts Riot
- Item 6 Check whether event was spectator, non-spectator, or testing.
- Item 7 Check each type of event held. If your event is not listed, check “other”,
And write in description.
- Item 8 Check the type of course where the event was held. If not listed, check
“OTHER” and write in description.
- Item 9 Actual number of cars entered for event. Event includes up to 3 days of
practice and competition.
- Item 10 Calculate premium by completing each box.
- Item 11 Choose payment type (Check or Credit Card-VISA/MC). Fill in appropriate
information.
- Item 12 Fill out name and address to which the refund should be sent (if applicable).
- Item 13 Fill out name and address of person completing the audit.
- Item 14 Mail the audit form and payment, if applicable, to the SCCA Risk Management
Department. A \$250 late fee will apply if audit and payment are not mailed
within 14 days of the event.