AlaCOMP

Submitting an Audit Online

To complete an audit online, you will need the following information. The online audit cannot be accepted without receipt of all items:

- Breakdown of actual payroll between classes.
- Annual gross income for all officers and the appropriate class code for each officer
- State quarterly SUTA reports (all pages) for the period of coverage (upload through portal)
- Internal payroll printout for the period being audited (upload through portal)
- All 1099s issued with the 1096 form, along with certificates of insurance on all subcontractors (upload through portal)

Steps to Submitting an Audit Online on the Members Portal:

1. Log in to the Member Portal
2. Choose "I want to"
3. Then click "Complete final audit"
4. Choose Edit
5. Complete payroll by class code (gross wages include OT), OT, Tips, and 1099s (excluding officer salary). The system will calculate 2/3 OT, remove tips, and add 1099s for the total.
6. Choose Next
7. Enter the included officer salary and code– included officers will automatically be adjusted to the minimum/maximum levels.
8. Choose Next
9. Upload documents and choose "File Type"
10. Submit Audit