



"Don't depend on others to keep your business records."

[Lenny Miller](#)

Business Interruption Claims

Leonard E Miller, C.P.A., Vitale & Miller, P.A. , Hollywood, FL

If you own a business, you should check with your agent to confirm you have business interruption insurance. Business interruption insurance is designed to replace lost revenues due to a covered loss and thus your claim with proper documentation should provide you with the net profits you would have earned if not for the disaster that your business incurred. Your policy may also cover extra expenses related to mitigating the damages or other expenses that you may incur if you have to temporarily relocate your business.

Documentation for business interruption claims differ from property damage claims because a "B.I." claim is based on historical business data and projects future revenues and profits based on that historical data. It's not surprising then that detailed and accurate historical accounting records play a key role in making a successful B.I. claim. These records should be stored with your other important documents so they are not destroyed in a fire or flood. While you may be able to recover these records from the parties that produced them, it is seldom worth the time or cost. Therefore don't depend on others to keep your business records.

The basic records you should keep in a secure off premises location should at minimum consist of the following:

Tax returns for the past five years

Financial statements for the past five years

File backups of your QuickBooks/accounting software data

Insurance policies

The above list is quite basic and the insurance company may require more documentation, however these documents will help you work with Tutwiler & Associates to prepare an initial claim in which you can request an advance on your business interruption coverage. The ability to make a quick initial claim may make the difference in your business ultimately surviving the storm that comes after the storm.

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