MontRidge Insurance Services

KEY PERSON INSURANCE CHECKLIST

Commercial Risk Education Series

A practical self-assessment to help identify insurance and operational risk topics for further discussion. Select Yes, No or Not Sure for each item. Leave items that do not apply blank. There is no score or passing grade.

EXPOSURE

	Yes	No	Not Sure
Are individuals critical to revenue or operations identified?	○	○	○
Are replacement and recruitment costs considered?	○	○	○
Are lender and investor dependencies reviewed?	○	○	○
Are business continuity plans documented?	○	○	○

FUNDING

	Yes	No	Not Sure
Are potential revenue disruption and cash needs estimated?	○	○	○
Are existing life and disability arrangements inventoried?	○	○	○
Are coverage amounts and durations evaluated with an adviser?	○	○	○
Are funding alternatives compared?	○	○	○

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Continue your review. Select one response per item; leave non-applicable items blank.

OWNERSHIP

	Yes	No	Not Sure
Are policy owner, insured and beneficiary roles reviewed?	○	○	○
Are applicable consent and notice obligations evaluated?	○	○	○
Are tax and accounting implications reviewed by qualified advisers?	○	○	○
Are lender assignment requirements considered where applicable?	○	○	○

REVIEW

	Yes	No	Not Sure
Are changes in key roles communicated?	○	○	○
Are policy terms and exclusions understood?	○	○	○
Are premiums and funding commitments reviewed?	○	○	○
Are succession and key person strategies coordinated?	○	○	○

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NEXT STEPS

Use your responses to identify questions for your insurance advisor. A No or Not Sure response may warrant further review; a Yes response does not establish adequate insurance or compliance. Keep the completed checklist for your own records.

OPTIONAL CONSULTATION REQUEST

- [ ] I would like to discuss this checklist with Montridge.
- [ ] I would like to review my current insurance program.
- [ ] I would like to receive future educational resources.

OPTIONAL CONTACT INFORMATION

Name

Company

Title

Phone

Email

Preferred contact method

Questions or topics to discuss (avoid confidential or sensitive information)

To arrange a discussion, visit www.montridgeinsurance.com. This PDF does not transmit your responses automatically.

Educational use only. This checklist is not an insurance application, policy, coverage determination, compliance audit, or legal, tax, engineering, medical or financial advice. Coverage depends on actual policy terms, endorsements, exclusions and facts. Consult qualified advisers for your circumstances.