



DEPARTMENT OF FINANCIAL SERVICES
Division of Risk Management

ACCOUNT DESIGN
FY ____-____

DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF RISK MANAGEMENT
200 EAST GAINES STREET
TALLAHASSEE, FL 32399-0337

The Account Design survey represents the organizational cost center structure upon which casualty insurance premiums will be calculated and invoiced. The Account Design survey allows each insured entity to review the current cost center structure and submit any updates or changes to the Division of Risk Management. For each cost center listed on the survey, please verify the cost center information provided. Any changes to the design structure and/or specific cost center must be identified on the changes tab according to the Account Design Agency Instructions.

Cost Center Structure

Folder	Existing Hierarchy and Location Names	Location Number	Level
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Changes Tab

Location Name	Location #	Add=Y	Inactivate=Y	Move claims/FTE's to This Location for Inactivation or Transfer Requests
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The Account Design Survey must be completed and emailed to the Division by the identified due date. If not returned, the Division will assume the current cost center structure is correct and no update or changes are required.