

## **NEW BOND ACCOUNT SUBMISSION**

1. Contractor's Questionnaire, Pre-qualification Statement, SBA Application or equivalent. The surety underwriter needs complete information on business background, jobs completed and key employees. Names, addresses, and phone numbers are critical. Reference letters will be obtained.
2. Three to five years of Fiscal Year End business financial statements, preferably done by a CPA. The statement should be prepared according to Generally Accepted Accounting Principles (GAAP). A "Review" is more helpful than a "Compilation".
3. Contracts in Progress and Completed Contracts schedules concurrent with the Fiscal Year End financial statements. These can be included in the CPA statement or done on the surety company's form (please see Status of Contracts).
4. Any available interim financial information more current than the most recent Fiscal Year End statement.
5. Aging of Accounts Receivable to coincide with the most recent business financial statement.
6. Copy of the most recent Corporate Tax Return (or Personal Tax Return if a sole proprietorship).
7. Personal financial statement on each stockholder (and spouse if applicable). The personal statement should coincide with the date of the most recent Fiscal Year End financial statement. Personal net worth will increase bonding capacity.
8. ACORD Certificate of Insurance.
9. Bank line of credit documentation.