



The J. Biron Agency, LLC

Your Surety Bond Professionals

CONTRACTOR'S SUBMISSION GUIDE

NEW ACCOUNT

CONTRACTOR'S OPERATIONS QUESTIONNAIRE - Complete in detail and sign

CONTRACTOR'S BOND DATA SHEET

OPERATING AGREEMENT & ARTICLES OF ORGANIZATION – Please include a copy of each if your company is a Limited Liability Company

RESUMES - Complete for all Owners and Key Personnel of Company

FINANCIAL STATEMENTS - Furnish for Company and separate statements for Owners:

- a. Last three years Fiscal Year End CPA Prepared Financial Statements for the Company – Please note Cash Statements are not acceptable for bonding purposes
- b. Current Interim Financial Statement for Company if Fiscal Year End Financial Statement is more than six months old
- c. Aging of Accounts Receivable and Payable as of most recent statement date, or unless the statement is a Certified Audit
- d. Corporate Tax Returns on the Bonded Entity for the last three years
- e. Personal Financial Statements for all Stockholders and Owners
- f. Current Financial Statements or Tax Returns for any and all Affiliated Companies

BANK LETTER - Current Bank Reference Letter

SCHEDULE OF UNCOMPLETED AND COMPLETED WORK - Complete schedule of all work under contract and in progress as of a current date

FINAL BONDS - Furnish the following in addition to the above:

- a. Copy of the Contract
- b. Completed Contract Bond Questionnaire

CERTIFICATE OF INSURANCE - Naming The J. Biron Agency Inc. as Certificate Holder