



INFORMATION NEEDED TO ESTABLISH A BOND ACCOUNT

- 1) Contractor's **questionnaire**/survey
- 2) **Last two fiscal year-end CPA-prepared financial statements** (preferably, the statements are to be on a reviewed, percentage of completion basis, including schedules of completed and uncompleted work)
- 3) Current **personal financial statements** on individuals with more than 10% ownership of the company
- 4) Current **bank letter** detailing lines of credit, average deposits, and experience with the business
- 5) **Most recent tax return** including all pages and schedules
- 6) **Resumes** of owners/officers/key people
- 7) Copies of **buy-sell agreements**, if applicable (and/or an understanding of the continuation plan for the company)
- 8) If more than 6 months past the fiscal year-end, **an interim financial statement** including a schedule of completed and uncompleted work (can be produced internally or by the CPA depending on the size/frequency of the bonding needs)