



U. S. SMALL BUSINESS ADMINISTRATION  
**Surety Bond Guarantee Program**

**New Account Check-Off List – Optional**

Date:

To:

From:

Contractor Name: \_\_\_\_\_

**Account Documents** <sup>1,2</sup>

- \_\_\_ 1. Contractor Questionnaire
- \_\_\_ 2. General Indemnity Agreement
- \_\_\_ 3. Personal Financial Statement – **signed & dated**
- \_\_\_ 4. Company & Affiliate Financials (if available) **signed & dated:** 3 full years
- \_\_\_ 5. IRS statements – **signed & dated:**
  - 1040 pages 1 & 2 (including Sch C or C-EZ if applicable) for each owner, for 3 years
  - Page 1 for each Corp, Partnership, LLC (1120, 1120S or 1065) for all entities, for 3 years
- \_\_\_ 6. Bank Reference Letter (or optional VVS part A – **signed & dated**)
- \_\_\_ 7. Job Experience Verifications (surety status reports or optional VVS parts B & C) **signed & dated**
- \_\_\_ 8. Schedule of Uncompleted Work (SBA Form or Industry Standard 5 column - optional) **signed & dated**
- \_\_\_ 9. Resume of Principals and/or Key staff (start-ups & optional for existing companies)
- \_\_\_ 10. SBA Form 912 original
- \_\_\_ 11. SBA Form 994 (Parts 1, 11, IV & V) **copy only**
- \_\_\_ 12. SBA Form 994B original
- \_\_\_ 13. Personal Credit Score & Statement that “Credit is Good” or disclosure of all past due credit items including bankruptcies, judgments and liens, etc. **OR** the credit reports themselves (optional).

**Surety Bonding Line Documents** (annually) <sup>1,2</sup>

- \_\_\_ 1. SBL Request Letter - original
- \_\_\_ 2. SBA Form 994B - original
- \_\_\_ 3. SBA Form 994 - (Parts 1, 11, IV & V) **copy only**

**Other Items:**

**Note:** All SBA Forms must be signed and dated

<sup>1</sup> Item descriptions are provided in the SBA Reference Guide

<sup>2</sup> Items needing periodic updates are noted in the SBA Reference Guide