1 International Blvd, Mahwah, NJ 07495 Ph 201-252-3060 Fax 201-661-7363

INFORMATION CHECKLIST

The following checklist is provided to assist you in providing us with the information we need to meet your surety needs.

Please complete the attached forms:

- ☐ Application
- ☐ Supplementary Questionnaire
- ☐ Indemnity Fact Sheet

The following information is also required. Please provide as much of the following as you are able:

- ☐ CPA prepared Corporate Fiscal Year End Financial Statements for the past three years (if available). If new company please provide a CPA prepared Opening Balance Sheet.
- ☐ Current Personal Financial Statements. This should be concurrent with the Corporate Fiscal Year End (form provided for your use if necessary).
- ☐ Three (3) most current months of Corporate and Personal Bank Statements and/or other related investment statements.
- ☐ Corporate Tax Return (latest year)
- ☐ Financial Statements of any affiliated companies
- ☐ List of bonds already in place as well as bonds needed now and anticipated in the future
- ☐ Organization Chart
- ☐ Resumes of Key Employees (form provided for your use if necessary)
- ☐ Bond Form(s)
- ☐ Other Information – i.e., brochures, reference letters

Please contact us if you have any questions or information regarding the items requested Debra Ezra (201) 661-2381, Karen Swistak (201)661 2369 or Lesia DiMaggio (201) 661-2383.

Thank you for allowing us the opportunity to handle your surety needs.