

INFORMATION CHECKLIST

(Contractors)

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:

- Contractor Questionnaire and Supplementary Questionnaire
- Indemnity Fact Sheet
- Contract Status Report (non-transportation only)

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)
- 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.
- Certificate of Insurance
- Aging of Receivables concurrent with the statement date that includes subsequent collections and a current Aging of Receivables.
- Corporate Tax Return (latest year)
- Current Interim Financial Information (if available)
- Financial Statements of any affiliated companies
- Bank Letter showing Current Bank Line
- Resumes of Key Employees (form provided for your use if necessary)
- Other Information – i.e., brochures, reference letters

Please contact us if you have any questions or information regarding the items requested call Debra Ezra (201) 661-2381, email or call our main phone above to be transferred to another ACS staff member.

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