



Dear Applicant:

Re: SBA Bond Program/Bond Application & Check off List

In order that the surety/SBA Bond Program may be in a position to give prompt underwriting consideration to your bond requirements, please provide the following:

- \_\_\_\_\_ Completion of SBA forms, 1624, 1261, 994, and 912.
- \_\_\_\_\_ Completion of Surety Bond Ready Submission Kit.
- \_\_\_\_\_ In-house, Bookkeeper, or CPA prepared Business Financial Statements for the past three years. These statements should list only business assets. The cover sheet of each statement should be signed and dated.
- \_\_\_\_\_ The Business Plan (see instructions) should include company inception, organization, specialization, what the company has done, what it does now, and what projects it is to do in the future. (See attached example)

If you have any questions, please call our office from 8:00 a.m. to 5:00 p.m. Monday through Friday. Thank you.

SBA forms can be found at [www.sba.gov/osg/osgforms.html](http://www.sba.gov/osg/osgforms.html)

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