

Tonry Insurance Group

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NEW ACCOUNT UNDERWRITING REQUIREMENTS

Below is a list of the underwriting information needed to open an underwriting file and determine a bond program. Forms may be found online but we would be happy to review the required information in another format.

Please remember that keeping your file up to date with accurate and timely information allows for faster processing of bond requests.

- Contractor's Questionnaire
- Business Financial Statements for the past two years
(Level of reporting required varies depending on bond program; if a CPA year end statement is not required, please send Profit & Loss and Balance Sheet along with the Tax Returns for two years)
- Schedule of Aged Accounts Receivable (with retainage and subsequent collections indicated)
- Schedule of Aged Accounts Payable
- Current Work on Hand Schedule
- Personal Financial Statement
(Statement should be completed by all owners who own 10% or more of the company. The Surety also requests that the statement be dated concurrent with the company's year end financials.)
- Certificate of Insurance
- Bank Reference
- Resume (of all management personnel)

If you should have questions about what is required or need assistance, please do not hesitate to contact our office at 617-773-9200.

*** Please visit our web site at <http://www.tonry.com> to obtain any required forms ***