

Tonry Insurance Group

300 Congress Street Quincy, MA 02169 / Phone: 617-773-9200 / Fax: 617-773-9920

SBA SUPPORTED SURETY BOND UNDERWRITING REQUIREMENTS UPDATES

Below is a list of the general underwriting information needed to maintain an underwriting file and active bond program with SBA support. In addition to the list below please send any outstanding underwriting information that was previously requested.

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

ANNUAL UPDATES

- Business Financial Statements
 - Level of reporting required varies depending on the size of the bond program
- Schedule of Aged Accounts Receivable with retainage
- Schedule of Aged Accounts Payable
- Personal Financial Statement SBA Form 413
 - Statement are required for all owners who own 10% or more of the company. The SBA also requests that the statement be dated concurrent with the company's year end financials.
- Certificate of Insurance
- Resume of newly hired management personnel

QUARTERLY UPDATES

- Current Work on Hand Schedule
 - SBA Form 994F or Tonry Form
- Bank Reference Letter and Confirmation of Borrowing Status

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 ***