



U. S. SMALL BUSINESS ADMINISTRATION
Surety Bond Guarantee Program

Seattle Bond Office
2401 Fourth Avenue, Suite 450
Seattle, WA 98121

New Account Check-Off List – Optional

Date:

To:

From:

Contractor Name: _____

Account Documents

- ___ 1. Contractor Questionnaire
- ___ 2. General Indemnity Agreement
- ___ 3. Personal Financial Statement
- ___ 4. Financials :
 - Company
 - ✓ Most recent 3 year ends
 - ✓ Interim statement if due
 - Other businesses owned (affiliates)
 - ✓ Most recent 3 year ends or
 - ✓ Tax Return schedule e.g. 1120S, containing the Revenues/Income
- ___ 5. Bank & Job Reference s
- ___ 6. Work on Hand Schedule (SBA Form or Industry Standard 5 column - optional)
- ___ 7. Resumes for start-ups
- ___ 8. SBA Form 912 **original** (signed and dated by all 20% or more owners & all officers/directors)
- ___ 9. SBA Form 994 (Parts I, II, IV & V) **copy only**
- ___ 10. SBA Form 994B **original**