

# Small Business Federal Bonding

223 N. Spring Street, Klamath Falls, Oregon 97601-5921

541-833-8170 FAX 541-610-1718

## SUBMISSION CHECKLIST

PLEASE SUBMIT ALL DOCUMENTATION ON LIST, ALL FORMS MUST BE TYPED

- COMPLETE CONTRACTOR QUESTIONNAIRE
- ARTICLES OF INCORPORATION (IF A CORPORATION)
- CURRENT INSURANCE CERTIFICATE
- PERSONAL FINANCIAL STATEMENTS ON ALL OWNERS WITH 10% OR MORE OWNERSHIP
- BUSINESS LICENSE OR ASSUMED NAME CERTIFICATE
- BANK VERIFICATION
- LAST TWO YEARS FISCAL YEAR END FINANCIAL STATEMENTS
- LAST TWO YEARS PERSONAL INCOME TAX RETURNS, SIGNATURE PAGES ONLY
- RESUMES ON ALL OWNERS, OFFICERS AND KEY EMPLOYEES
- (2) RECOMMENDATION FORMS FROM SUB'S AND SUPPLIERS
- (2) PERFORMANCE EVALUATION FORMS FROM PREVIOUS PROJECTS

The turn around time from receiving a completed application to delivery of the first bond is between 2 and 5 business days. Help us keep it to a minimum by submitting a completed application by Fax.

Small Business Federal Bonding is an individual surety. In accordance with Federal Regulation FAR-28, we will only bond federally funded projects.