



## **ARROWHEAD CONTRACT SURETY SUBMISSION CHECKLIST**

The following information is required on each initial submission for CONTRACT BOND SURETY CREDIT.

- \_\_\_\_\_ 1. Fiscal year-end CPA prepared business financial statements for the past three years, and Business Income Tax Return. Just send the main return pages. We do not need the supporting schedules.
- \_\_\_\_\_ 2. Interim Financial Statement - if the fiscal year end statement is more than six months old.
- \_\_\_\_\_ 3. Aging of accounts receivable concurrent with the last business financial statement.
- \_\_\_\_\_ 4. Aging of accounts payable concurrent with the last business financial statement.
- \_\_\_\_\_ 5. Current schedule of all uncompleted contracts in progress.
- \_\_\_\_\_ 6. Current bank reference letter.
- \_\_\_\_\_ 7. Personal financial statement and most recent tax return on all owners of the company.
- \_\_\_\_\_ 8. Fully Completed, dated and signed, Arrowhead Contractor's Questionnaire. We prefer Arrowhead's own form but may accept other forms if they contain enough information.
- \_\_\_\_\_ 9. Business plan for company detailing information outlined in attached sample.
- \_\_\_\_\_ 10. Resumes on all owners and key employees
- \_\_\_\_\_ 11. Certificate of Insurance. Please show all coverage's in force.

**THIS INFORMATION IS REQUIRED TO PROPERLY EVALUATE YOUR ACCOUNT FOR SURETY CREDIT. WE MAY ASK FOR ADDITIONAL INFORMATION OR CLARIFICATION DURING THE UNDERWRITING PROCESS.**