

Tonry Insurance Group

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ANNUAL UPDATE UNDERWRITING REQUIREMENTS

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

Ideally, financial statements and supporting information should be returned within sixty (60) days of your fiscal year end.

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

- Business Financial Statements
(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)
- 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 newly hired 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 ***