Loxme Group, Inc.
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Surety Bond Submission Checklist

In order to submit a full and complete entry to our sureties for bonding on your behalf, please provide as much information as possible. This comprehensive list will expedite the process:

- CPA prepared fiscal year-end financial statements for the last three most current fiscal year end periods. *If not available, a QuickBooks statement/balance sheet and P&L and/or copies of the last three filed tax returns.
- Interim Financial Statement for current year if available. Internal statements may be acceptable.
- Most current Federal Income Tax return
- Schedule of Aged Accounts Receivables that reconciles to the latest CPA prepared fiscal year-end financial statement.
- Current schedule of Work-In-Process ("WIP").
- Completed Contractor Questionnaire.
- Any company brochure and or company qualification and experience outlines.
- Resumes for any key individuals.
- Current personal financial statement(s) and last available Tax Return for each owner / shareholder.
- Reference letter from your bank on average cash balances and what if any banking line of credit (LOC) you may have outlining both the limits and terms.
- Any reference letters from architects, owners, general contractors, subs, and suppliers.
- Current copy of Certificate of Insurance.
- If any affiliated companies, copy of the most recent Federal Tax Return.