

# JYS Group

## Bid, Performance and Payment Bond Application Checklist

*Please complete our Contractor's Bond Questionnaire and follow this checklist of requirements.*

For your convenience, requested forms are available at our website [www.jysgroup.com](http://www.jysgroup.com) on the forms page. You may submit our forms or other similar forms.

- ✓ Contractor's Bond Questionnaire
- ✓ Company Financial Statement for last fiscal year end and a current interim statement if available (if fiscal statement is six months or more out of date). For bonds exceeding \$100,000, please furnish financial statements for last three fiscal years.
  1. if compiled or in-house financial statements, please provide a complete copy of latest company tax return. (1120, 1120s, or 1065)
  2. if sole proprietorship, s-corporation, LLC or partnership, please include complete copy of individual tax return (1040) for all owners, partners or members
- ✓ Personal Financial Statement on all owners. If possible, personal financial statements should be dated concurrently with the company fiscal statement.
- ✓ Bank line of credit agreement, its terms, security, present balance and expiration date. Also, include bank verification of current and average balances of all deposit and borrowing accounts. You can use our Bank Reference form.
- ✓ Status of Contracts listing all current contracts in progress.
- ✓ Bond Request Form for bid or performance and payment bonds along with copy of the general and supplemental conditions from the bid specifications. Please complete the bond request form and forward with the complete submission. These forms may also be used for future bond requests.
- ✓ Resumes of owners and key employees (If business less than 5 years old).
- ✓ Certificate of insurance listing all current insurance coverages in effect.

All of the information listed above is necessary on an initial contract bond submission. Failure to provide any of this information may result in a delay in the processing of your account approval or bond request .

Thank you for the opportunity to review your submission. If you have any questions, please give us a call.

### **Submit your application to:**

**JYS Group, Inc.  
531 W. 9<sup>th</sup> St.  
Hinsdale, IL 60521**

**Tel: 630-887-7580  
Fax: 630-887-7665  
E-Mail: [jysgroup@yahoo.com](mailto:jysgroup@yahoo.com)**