

Machaen Enterprises, Inc.

Surety & Fidelity Bond Agency

DOCUMENT CHECK LIST

THE FOLLOWING ARE THE DOCUMENTS REQUIRED FOR THE RENEWAL OR PROCESSING OF YOUR SURETY BOND:

LATEST COMPANY FINANCIAL STATEMENTS

- 1. BALANCE SHEET**
- 2. INCOME STATEMENT**
- 3. CONFIRMATION OF ASSETS
(BANK STATEMENTS)**
- 4. CONFIRMATION OF THE ESCROW ACCOUNT**

LATEST PERSONAL FINANCIAL STATEMENT (OWNER OR OWNERS)

- 1. BALANCE SHEET**
- 2. CONFIRMATION OF ASSETS
(BANK STATEMENTS, BROKERAGE ACCOUNT
STATEMENT IF ANY)**

TAX RETURNS ARE NOT ACCEPTABLE.

PLEASE BE ADVISED THAT WITHOUT THESE DOCUMENTS YOUR SURETY BOND WILL NOT BE RENEWED OR PROCESSED.

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