

Bank Letter Instructions

Integrity Surety has been contacted to assist with the placement of a Surety Bond Program with an Insurance Company for the firm presenting you with this letter. An important part of the underwriting process which the end result is the extension of Surety Bond credit is to review our clients relationship with their financial institution, and their past credit performance.

A reference letter without exact dollar amounts is of no use. The terminology of a low, medium or high figure is not acceptable for Surety Bond Underwriting. Please provide us with the following:

- *Date deposit account(s) was opened.*
- *Checking account and savings account 12 month average balance.*
- *Current checking account and savings account balance.*
- *Working capital line information:*
 - Line Limit*
 - Current balance outstanding, and date*
 - Line expiration date*
 - Security pledged for the line*
 - Any line violations*
- *Current Loan obligations total of debt, purpose, and its security i.e. equipment etc.*
 - Payment history, prompt etc.*

The reference letter should be prepared on bank letterhead, signed, and dated by a Banking Officer.

If there are any questions, please feel free to contact our office at either 206-546-1397 or 1-800-592-8662.

(SAMPLE BANK REFERENCE LETTER - CONTRACTOR)

June 12, 2017

Integrity Surety LLC
17544 Midvale Ave N Ste #300
Seattle, WA 98133

Re: Sample Contractor, Inc.

Dear Sir or Madam:

I am pleased to write this reference letter on behalf of our good client Sample Contractor, Inc. Sample Contractor, Inc. has maintained checking and savings accounts with Bank of Anywhere since 1988. Average deposit balances for the past six months have been \$54,000 (checking) and \$157,000 (savings). Current balances are \$36,000 (checking) and \$175,000 (savings). There have never been any checks returned due to insufficient funds.

Bank of Anywhere provides Sample Contractor, Inc. with a \$500,000 operating line of credit. The line renews September 1, 2015 and is secured by an UCC filing on accounts receivable and other corporate assets. High usage during the past six months has been \$75,000 and average usage has been \$5,000. Currently \$100,000 is owed and \$400,000 available on the line.

Bank of Anywhere has also provided a variety of other loans over the years. All have been handled as agreed.

Sample Contractor, Inc. is an excellent long term customer of the Bank of Anywhere. I believe them to be well qualified to meet their normal financial obligations. Please feel free to contact me at (206)555-5555 if you require additional information.

Sincerely,

John Q. Public
Vice President