

# Important

## Commercial Surety Application

### Court Bonds

#### Instruction Sheet

We have created an instruction sheet to assist you in completing this application. Please refer to this sheet before sending the Commercial Surety Application back to Reynolds & Reynolds. It will help avoid any delays in processing your application due to missing information.

1. Complete the Sections for General Information and General Underwriting questions in their entirety. Select the section which applies to the type of bond you are requesting and complete in its entirety. Complete the Indemnity Agreement.
2. The final page is the *Indemnity Agreement*. A checklist of 5 questions will help remind you of the key items that need to be addressed:
  - **Did you date the form (directly above the signatures)?**
  - **If the applicant is a Corporation, Partnership or LLC, is the respective name entered with the corresponding signature of the President (or authorized officer) immediately below? (Seals should be used, as appropriate)**
  - **If the applicant is an individual, did he/she sign the form and provide his/her Social Security Number?**
  - **Did a witness sign the form attesting to the authenticity of the Indemnitors' signature?**
  - **Did you attach the Court Documents?**

For Guardianship, Conservatorship, Trustee, along with Application, attach a copy of court appointment papers, inventory of assets including contents of safe deposit boxes, initial/annual accountings and any other court required documents. Current personal statement, resume detailing prior fiduciary experience and personal credit report will be required. **Bond premium for guardian bonds of a minor(s) will be prepaid to majority age of the minor(s).**

For Receiver, Trustee, Assignee and all other Judicial Bonds, along with the application, attached a copy of the court documents (Court Order, Judgment, and other related documents)?

**Financial statements will be required for all bonds over \$250,000 limit and at underwriter discretion.**

**Please note that a properly executed app (signed, witnessed and dated) will be needed for bond issuance.**

**Signed application and required documentation can be faxed to Reynolds & Reynolds at: [515-243-6664](tel:515-243-6664).**

**You can also send original application with signatures and court documentation to the following address:**

**Reynolds & Reynolds  
300 Walnut Street, Suite 200  
Des Moines, IA 50309**