

AMERICAN SAFETY CASUALTY INSURANCE COMPANY

SUBMISSION CHECKLIST

MATERIALS REQUIRED FOR INITIAL ACCOUNT SUBMISSION:

1. **Full copy of Business Financial Statements** for the last 3 years (If last year-end statement is over 6 months old a current interim business financial statement must also be provided.)
2. **Current Personal Financial Statement(s)** on all owners, *dated* and *signed*
3. **Fully completed, current Contractor's Questionnaire**, (we prefer the ASCIC form but will accept others that include all information requested on the our form – questionnaire **must be current, dated** and **signed**)
4. **Personal Resumes** on all Owners and Key Personnel
5. **Current Work-in-Progress Schedule**, *dated* and *signed*
6. **Current Bank Letter** detailing working capital line of credit to include total amount available, current amount outstanding, terms, security and maturity date (all amounts must be reflected in actual dollar figures)
7. **Copies of all account statements** for the previous 3 months to confirm all **business** and **personal** cash and cash-equivalent balances
8. **Current Certificate Of Insurance** to include Workers' Comp and Pollution coverage, where applicable
9. **Aging of Accounts Receivable** concurrent with last business financial statement, to include account names and phone/fax numbers
10. **Aging of Accounts Payable** concurrent with last business financial statement, to include account names and phone/fax numbers
11. **Agent's submission letter** detailing background of account, surety history (prior surety, largest single project bonded, largest work program, etc.), ownership history, agent's relationship with business owners, performance history on completed projects, etc. Any and every thing that would be helpful in understanding the account, what they have done and what they are looking to do.

In addition, the following information is very helpful and will speed the underwriting process if included with the initial submission.

- A. Written job performance references on 5 largest projects completed in last 3 years
- B. Business plan / overview, organizational chart listing officers and all key personnel, company brochures, etc.
- C. Current personal credit reports on all owners

If there are any **Related Entities/Businesses**, details regarding ownership and type of business should be fully outlined and the last 3 years of business financial statements must be included in the submission.