



## BANK REFERENCE LETTER

Please take this form to your banker and request that he write, on the bank's letterhead, a letter addressed to:

### SURETY BOND BROKERS, INC.

Our business is to establish and place bonds for our clients. One of the requirements of bonding is for us to obtain a reference letter from our client's bank.

This letter should incorporate answers to the questions below:

1. Date account was opened.
2. Average checking balance for the past twelve (12) months, and present checking and Savings balance.
3. We need to know the dollar figure of the Line of Credit available and the dollar figure of the present account in use. We also need to know the expiration date of the line, if the line is secured, security taken, or if unsecured.

It is important that your letter show dollar figures of the line of credit and of the present amount in use. The terminology of low, high or medium is not acceptable. Working capital is an important part of bonding, and a line is considered part of the working capital; therefore, it is important we know dollar figures. If we do not have this information, we cannot place an account for bonding.

4. Amounts and terms of existing loans.
5. General recommendations as to character, business qualifications, etc

Name of Bank \_\_\_\_\_

Officer \_\_\_\_\_

Title \_\_\_\_\_

#### AUSTIN OFFICE

P.O. Box 28663 • Austin, TX 78755 • 512-900-8793

#### BATON ROUGE OFFICE

6709 Perkins Road • Baton Rouge, LA 70808 • 225-757-9191