

# **Instructions for Arkansas'** **\$10,000 "SURETY" Bond**

**\*\* All "Unrestricted or Restricted Commercial" Contractors are required to have this bond filed with the Board to have a valid license. \*\***

## **AGENTS: (Bond must have Contractors - Company Name and its EIN)**

**Only this prescribed form will be accepted.** (Any alterations must have prior approval from the Contractors Licensing Board)

Only an Arkansas Resident or an Arkansas Non-Resident agency, agent, broker or producer that is currently licensed by the Arkansas Insurance Department can execute this surety bond.

**\*\*A copy of "Arkansas Insurance License" must be attached, as this will speed up the processing of the bond.\*\***

## **IF issued by Direct Underwriter:**

The bond may be executed solely by the "Surety" company. An underwriter (employee) that "works directly" for the "Surety" need only sign the "bottom left" line and "indicate" that you're a "direct underwriter".

**Continuation Certificates are not required, as our bonds are continuous until cancelled.**

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## **CONTRACTORS:**

**"Principal Company Name" and "EIN" must appear on the bond, **exactly** as registered with the "**IRS**". This name is how all work and bids are to be performed in Arkansas. (Any other name could constitute a possible violation)**

See that the bond is filed with the Board as directed at the bottom of the bond form, for processing. A license is not valid without this bond in place with the Board.

Any change in the Federal ID# requires a new bond be executed. Any change in company name will require other documentation, **\*\*please call for instructions first.**

For questions regarding this bond, contact Michelle Spoor at 501-371-1506 or **michelle.spoor@arkansas.gov.**

