



STATE OF WYOMING

DEPARTMENT OF AUDIT

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DIVISION OF BANKING Collection Agency Board

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SURETY BOND CHECKLIST

1. The first blank is the legal name of the agency as stated on the application. The second line needs to list the state the agency is organized in. The third blank is the name of the surety company, and the fourth blank is the state the surety company is organized in. **Except for signatures, all information on the bond must be typed or printed legibly. Do not use Tape or Whiteout on the bonds. If a change needs to be made, strikethrough the mistake and have the notary initial the change.**
2. The Executed by Principal date **must** match that of the notary's acknowledgement on page two. This shows that the Principal's signature was actually witnessed by the notary. This date will not be the same as the executed by surety, unless you reside in the same city or town.
3. The proper person must sign for the Principal:
 - For an *individual or sole proprietor*, that person signs.
 - For a *corporation*, the President or CEO signs.
 - For a *general partnership*, all partners must sign; contact us for an alternative form should you have more than two partners.
 - For a *limited partnership*, all general partners must sign; if a general partner is an entity, you must also follow the above requirements for that type of entity.
 - For a *limited liability company*, all managers designated in your operating agreement must sign; if the manager is an entity, you must also follow the above requirements for that type of entity.
 - *Joint ventures* and *limited liability partnerships* are treated as general partnerships,
 - and *limited liability limited partnerships* are treated as limited partnerships.
 - For a *Wyoming statutory trust*, all trustees must sign.

If a person, other than the person indicated above signs, a certified resolution from the entity's governing body (e.g., board of directors), demonstrating the person's authority to sign for and bind the entity is required. The individual that signed the application(s) for licensure should be executing the bond. Call us if your organization does not fit within these categories; an alternative bond form will be provided. ***Completion of an inappropriate bond form may delay issuance of a license.***

4. When the surety company executes the bond by an attorney-in-fact, the dates of (a) the Power of Attorney, (b) the acknowledgement of the surety's signature on the bond form, and (c) the date of the bond's execution by the surety company must all be the same. ***Differing dates will result in the bond being rejected.***
5. When the surety company executes the bond by an attorney-in-fact, the bond must be accompanied by a certification regarding the attorney-in-fact. Contact us should you be unsure of the contents of this document. The certification must be signed, dated and bear the company's seal. Signatures and seals may be affixed by facsimile, **but the date must be original.**
6. The surety company's bond number should appear at the top of **all** pages, even if reproduced in double-sided format.

