



STATE OF WYOMING

DEPARTMENT OF AUDIT

DIVISION OF BANKING Collection Agency Board

(307) 777-3497 Fax (307) 777-3555 Email: maitchison@wyaudit.state.wy.us

Matthew H. Mead
Governor

Michael Geesey
Director

Jeffrey C. Vogel
Commissioner

SURETY BOND CHECKLIST

- Please do not execute the bond until your application has been approved. Upon approval of the application, you will be notified of the approval date, which will become the effective date of the bond.**
- 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. Do not use Whiteout on the bonds. If a change needs to be made, strikethrough the mistake and have the notary initial the change.**
- The next blank is the effective date of the bond. This date will be the same date the application was approved. You will be notified by the Collection Agency Board's staff upon approval of the application and will be given the date.
- 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.
- 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, you must also provide, *with the Application*, certified resolutions from the entity's governing body (e.g., board of directors), demonstrating the person's authority to sign for and bind the entity. 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.**
- 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 must all be the same. **Differing dates will result in the bond being rejected.**
- 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.
- The surety company's bond number should appear at the top of both pages of the form, even if reproduced in double-sided format.

