

## *Bank Reference Letter*

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**Bank:**
**Contractor:**
**Attention:**
**Account Number(s):** \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

We have been asked by the above referenced contractor to obtain surety credit for their firm. They have given your name as their banking reference. To assist us in renewing their surety credit line or approve a specific bond request, we would appreciate your providing us the following information regarding their banking relationship. Please return the completed form to Cretcher-Lynch & Company, 8511 Hillcrest Road, Suite 300, Kansas City, MO 64138 or fax it back to (816-444-5474). Thank you for your prompt assistance.

1. Date account(s) opened with your bank? \_\_\_\_\_
2. What is the firm's average deposit balance (exact dollar, please): \_\_\_\_\_
3. What is the firm's present deposit balance (exact dollar, please): \_\_\_\_\_
4. Any overdrafts? \_\_\_\_\_ Floats? \_\_\_\_\_ Returned Checks? \_\_\_\_\_
5. Has this account established a line of credit with your bank? Yes      No      If yes, please complete:

Date Line of Credit Established: \_\_\_\_\_

Amount of Line of Credit (exact dollar, please): \_\_\_\_\_

How is the line secured? \_\_\_\_\_

Current amount outstanding (exact dollar, please): \_\_\_\_\_

Expiration date: \_\_\_\_\_

6. If there are other loans, please provide the following information:

Type of Loan	Purpose of Loan	Original Balance	Current Balance	Date Acct. Opened	Maturity Date	Monthly Payment	Security

 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed By: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)      Date Completed: \_\_\_\_\_

**Required** E-mail: \_\_\_\_\_