



FUNDS DISBURSEMENT SERVICES REQUEST FORM

PRINCIPAL INFORMATION

AGENT INFORMATION

PRINCIPAL: COMPANY: ADDRESS: ADDRESS: PHONE: PHONE: FAX: FAX: E-MAIL: E-MAIL: CONTACT: CONTACT: TRADE: [ ] CONTRACTOR [ ] SUBCONTRACTOR

PROJECT/CONTRACT INFORMATION

CONTRACT SIGNED: EST. START DATE: OBLIGEE: PROJECT DESCRIPTION: CONTRACT RETAINAGE: EST. FIRST BILLING: CONTRACT % AMOUNT: ESTIMATED OH&P: \$ HAS PROJECT STARTED? DRAW FUNDS RECEIVED? ESTIMATED PROJECT DURATION: NUMBER OF DRAWS + FINAL DRAW = TOTAL # OF DRAWS TO BE PROCESSED HAVE BONDS BEEN RELEASED? SURETY BOND NO: IS THERE CO-SURETY? IF YES, PLEASE ATTACH ADDITIONAL SHEET WITH SPECIFICS OR A COPY OF THE BOND.

SURETY INFORMATION

SURETY: UNDERWRITER: ADDRESS: BRANCH: MAIN PHONE: MAIN PHONE: MAIN FAX: FAX:

**FUNDS DISBURSEMENT SERVICES REQUEST FORM**

**UNDERWRITING CRITERIA**

ARE THERE OTHER UNDERWRITING CRITERIA?  NO  YES

IF YES, HOW WILL THIS BE SECURED? \_\_\_\_\_

PERCENTAGE HOLDBACK IN LIEU OF COST BASED DISBURSEMENT

CAN THE FUNDS BE USED FOR PROCESSING DRAW REQUESTS?  NO  YES

IF YES, DOES THIS INCLUDE CONTRACTOR'S REIMBURSEMENT FOR DIRECT LABOR COSTS AND OTHER DIRECT COSTS RELATED TO THIS PROJECT?  NO  YES

COMMENTS: \_\_\_\_\_

DOLLAR DEPOSIT OR HOLDBACK

\$ \_\_\_\_\_ REQUIRED OPENING DEPOSIT \_\_\_\_\_ % HOLDBACK

HELD FROM DRAW 1

WILL BE DEPOSITED BY CONTRACTOR TO FDS ACCOUNT

**HANDLING OF OPENING DEPOSIT/HOLDBACK FUNDS**

FUNDS WILL BE RETAINED IN THE ACCOUNT UNTIL COMPLETION AND ACCPETANCE

FUNDS WILL RETAINED IN THE ACCOUNT UNTIL EXPRESS WRITTEN CONSENT FROM SURETY

RETAINED IN ACCOUNT AND USED AS WORKING CAPITAL BUT RESTORED OUT OF EACH DRAW

WHEN CAN SISCO RELEASE REQUIRED ADDITIONAL FUNDS AND FINAL RETAINAGE FUNDS FOR THE PROJECT?

90 DAYS AFTER COMPLETION DATE  UPON APPROVAL OF SURETY  OTHER: \_\_\_\_\_

FUNDS DISBURSEMENT SERVICES "LITE"

COMMENTS/SPECIAL HANDLING REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPLETED BY SISCO ONLY**

FEE AMOUNT: \_\_\_\_\_ FEE RATE: \_\_\_\_\_ C/O RATE: \_\_\_\_\_ OPEN DEPOSIT? YES  NO

TBL JOB No: \_\_\_\_\_ GL#: \_\_\_\_\_ FROST BANK ACCT: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO SISCO**  
**EMAIL: [HMEYER@SURETEC.COM](mailto:HMEYER@SURETEC.COM) - MAIN FAX 512-732-8398**

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