

ACORD 503 (2016/06) - Commercial or Miscellaneous Bond Request

ACORD 503, Commercial or Miscellaneous Bond Request Form, is used to apply for a Commercial Bond or a Miscellaneous Bond from a surety producer. ACORD 503 is a self-contained application. No other form is necessary for a complete submission.

The Commercial or Miscellaneous Bond Request Form was initially developed by the National Association of Surety Bond Producers (NASBP). In a collaborative effort to benefit the surety industry, the NASBP has donated this form to ACORD for distribution through its membership.

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Section Name	Field Name	Description
IDENTIFICATION SECTION	Agency Customer ID	Enter identifier: The customer's identification number assigned by the producer (e.g., agency or brokerage).
IDENTIFICATION SECTION	Date	Enter date: The date on which the form is completed. (MM/DD/YYYY)
IDENTIFICATION SECTION	To	Enter text: The surety broker or agency receiving the bond request.
IDENTIFICATION SECTION	From	Enter text: The name of the individual submitting the bond request.
IDENTIFICATION SECTION	Email Address	Enter text: The email address of the individual submitting the bond request.
CLIENT	Client Name	Enter text: The full legal name of the client.
CLIENT	Federal Employer Identification Number	Enter identifier: The client's tax identification number.
CLIENT	Client Address Line 1	Enter text: The mailing address line one of the client.
CLIENT	Client Address Line 2	Enter text: The mailing address line two of the client.
CLIENT	City	Enter text: The mailing address city name of the client.
CLIENT	County	Enter text: The mailing address county name of the client.
CLIENT	State / Province	Enter code: The mailing address state or province code of the client.
CLIENT	Postal Code	Enter code: The mailing address postal code of the client .
CLIENT	Country	Enter code: The mailing address country code of the client.
PRINCIPAL	Same as Client Name	Check the box (if applicable): Indicates the name of the principal is the same as the client name.
PRINCIPAL	Principal Name	Enter text: The name of the principal (full legal name as it should appear on the bond).
PRINCIPAL	Federal Employer ID Number (FEIN)	Enter identifier: The principal's tax identification number.

PRINCIPAL	Same as Client Address	Check the box (if applicable): Indicates the mailing address of the principal is the same as the client address.
PRINCIPAL	Principal Address Line 1	Enter text: The mailing address line one of the principal as it should appear on the bond.
PRINCIPAL	Principal Address Line 2	Enter text: The mailing address line two of the principal as it should appear on the bond.
PRINCIPAL	City	Enter text: The mailing address city name of the principal as it should appear on the bond.
PRINCIPAL	County	Enter text: The mailing address county name of the principal as it should appear on the bond.
PRINCIPAL	State / Province	Enter code: The mailing address state or province code of the principal as it should appear on the bond.
PRINCIPAL	Postal Code	Enter code: The mailing address postal code of the principal as it should appear on the bond.
PRINCIPAL	Country	Enter code: The mailing address country code of the principal as it should appear on the bond.
OBLIGEE	Obligee Name	Enter text: The full legal name of the entity requiring the bond – party to whom the bond is payable. (e.g., Public Entity / Project Owner / General Contractor)
OBLIGEE	Obligee Address Line 1	Enter text: The mailing address line one of the obligee as it should appear on the bond.
OBLIGEE	Obligee Address Line 2	Enter text: The mailing address line two of the obligee as it should appear on the bond.
OBLIGEE	City	Enter text: The mailing address city name of the obligee as it should appear on the bond.
OBLIGEE	County	Enter text: The mailing address county name of the obligee as it should appear on the bond.
OBLIGEE	State / Province	Enter code: The mailing address state or province code of the obligee as it should appear on the bond.
OBLIGEE	Postal Code	Enter code: The mailing address postal code of the obligee as it should appear on the bond.
OBLIGEE	Country	Enter code: The mailing address country code of the obligee as it should appear on the bond.
TYPE OF BOND NEEDED	License / Permit	Check the box (if applicable): Indicates the type of bond needed is a license / permit bond.
TYPE OF BOND NEEDED	Court	Check the box (if applicable): Indicates the type of bond needed is a court bond.
TYPE OF BOND NEEDED	Lease	Check the box (if applicable): Indicates the type of bond needed is a lease bond.
TYPE OF BOND NEEDED	Utility Payment	Check the box (if applicable): Indicates the type of bond needed is a utility payment bond.
TYPE OF BOND NEEDED	US Customs	Check the box (if applicable): Indicates the type of bond needed is a US Customs bond.
TYPE OF BOND NEEDED	Other	Check the box (if applicable): Indicates the type of bond needed is other than those listed.
TYPE OF BOND NEEDED	Description	Enter text: Describe the other type of bond needed.
TYPE OF BOND NEEDED	SFAA Class Code	Enter code: The three digit SFAA classification code as defined by the Surety & Fidelity Association of America.

TYPE OF BOND NEEDED	Permit Number	Enter identifier: The permit number, if known, exactly as it appears on the permit, including any suffix or prefix symbols.
TYPE OF BOND NEEDED	License Number	Enter identifier: The license number, if known, exactly as it appears on the license, including any suffix or prefix symbols.
TYPE OF BOND NEEDED	Guidance / Instructions	Enter text: Any specific instructions or requirements for this bond request.
DESCRIPTION OF OBLIGATION	Description	Enter text: A brief description of the type of bond being required.
BOND FORM REQUIRED	Not Specified	Check the box (if applicable): Indicates that no specific bond form was required.
BOND FORM REQUIRED	Obligee's (attach copy to request)	Check the box (if applicable): Indicates that the obligee's bond form was required. Provide a copy with the bond request.
BOND INFORMATION	Bond Due Date	Enter date: The date on which the bond is due. (MM/DD/YYYY)
BOND INFORMATION	Effective Date	Enter date: The date the bond is effective. (MM/DD/YYYY)
BOND INFORMATION	Expiration Date	Enter date: The date the bond will expire or an approximate date the bond obligation should be completed. (MM/DD/YYYY)
BOND INFORMATION	Bond Amount	Enter amount: The amount of the bond (including decimal point / cents).
BOND INFORMATION	LEASE BONDS -Lease Contract Start Date	Enter date: The date the lease bond contract will begin. (MM/DD/YYYY)
BOND INFORMATION	Lease Contract End Date	Enter date: The date the lease bond contract will end. (MM/DD/YYYY)
BOND INFORMATION	US CUSTOMS BONDS - Importer Number	Enter identifier: The US Customs Importer Number. This is typically the IRS tax identifier for the entity.
BOND INFORMATION	Activity Code	Enter code: The US Customs Activity Code.
BOND INFORMATION	COURT BONDS - Case or File Number	Enter identifier: The court bond case number, being referenced exactly as it appears on the court bond, including any suffix or prefix symbols.
BOND INFORMATION	COURT BONDS - Case or File Number	Enter text: The court bond case name, being referenced exactly as it appears on the court bond.
BOND INFORMATION	Court Name	Enter text: The full name of the court.
BOND INFORMATION	Attorney Name	Enter text: The full legal name of the attorney.
BOND INFORMATION	Attorney Firm	Enter text: The full legal name of the attorney's firm.
BOND INFORMATION	Attorney Address Line 1	Enter text: The mailing address line one of the attorney.
BOND INFORMATION	Attorney Address Line 2	Enter text: The mailing address line two of the attorney.

BOND INFORMATION	City	Enter text: The mailing address city name of the attorney.
BOND INFORMATION	County	Enter text: The mailing address county name of the attorney.
BOND INFORMATION	State / Province	Enter code: The mailing address state or province code of the attorney.
BOND INFORMATION	Postal Code	Enter code: The mailing address postal code of the attorney.
BOND INFORMATION	Country	Enter code: The mailing address country code of the attorney.
BOND INFORMATION	Attorney Phone	Enter number: The telephone number of the attorney submitting the bond request.
BOND INFORMATION	Attorney Email	Enter text: The e-mail address of the attorney submitting the bond request.
BOND INFORMATION	Remarks	Enter text: Provide any additional information regarding the bond request.