

ACORD 504 (2016/06) - Additional Entity Schedule

ACORD 504, Additional Entity Schedule, is used by surety carriers and surety agents when an executed bond includes more than one Principal, Obligee, Surety Company or Surety Agent.

Although ACORD 504 was designed to be used as an attachment to ACORD 501, Surety Report of Execution, it may also be used independently when an additional entity is added after the original bond has been executed.

Form Page 1

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	Bond Number	Enter identifier: The number assigned to the bond, being referenced exactly as it appears on the bond, including any suffix or prefix symbols.
BOND INFORMATION	Date	Enter date: The date on which the form is completed. (MM/DD/YYYY)
ADDITIONAL ENTITY	Type of Entity - Producer	Check the box (if applicable): Indicates the type of entity is a producer.
ADDITIONAL ENTITY	Type of Entity - Principal	Check the box (if applicable): Indicates the type of entity is a principal.
ADDITIONAL ENTITY	Type of Entity - Obligee	Check the box (if applicable): Indicates the type of entity is an obligee.
ADDITIONAL ENTITY	Type of Entity - Surety	Check the box (if applicable): Indicates the type of entity is a surety company.
ADDITIONAL ENTITY	Entity Name	Enter text: The full legal name of the entity.
ADDITIONAL ENTITY	Entity Contact Person	Enter text: The full name of the entity contact person.
ADDITIONAL ENTITY	Entity Address Line 1	Enter text: The mailing address line one of the entity.
ADDITIONAL ENTITY	Entity Address Line 2	Enter text: The mailing address line two of the entity.
ADDITIONAL ENTITY	City	Enter text: The mailing address city name of the entity.
ADDITIONAL ENTITY	County	Enter text: The mailing address county name of the entity.
ADDITIONAL ENTITY	State / Province	Enter code: The mailing address state or province code of the entity
ADDITIONAL ENTITY	Postal Code	Enter code: The mailing address postal code of the entity.
ADDITIONAL ENTITY	Country	Enter code: The mailing address country code of the entity.
ADDITIONAL ENTITY	Phone (A/C, No)	Enter number: The phone number of the entity contact person (include area code and extension if applicable).
ADDITIONAL ENTITY	Email Address	Enter text: The e-mail address of the entity contact person.

ADDITIONAL ENTITY	Code	Enter code: The identification code assigned to the producer (e.g., agency or brokerage firm) by the insurer.
ADDITIONAL ENTITY	Subcode	Enter code: The identification code assigned by the insurer to the sub-producer (e.g., individual) within a producer's office (e.g., agency or brokerage).
ADDITIONAL ENTITY	Type of Entity - Producer	Check the box (if applicable): Indicates the type of entity is a producer.
ADDITIONAL ENTITY	Type of Entity - Principal	Check the box (if applicable): Indicates the type of entity is a principal.
ADDITIONAL ENTITY	Type of Entity - Obligee	Check the box (if applicable): Indicates the type of entity is an obligee.
ADDITIONAL ENTITY	Type of Entity - Surety	Check the box (if applicable): Indicates the type of entity is a surety company.
ADDITIONAL ENTITY	Entity Name	Enter text: The full legal name of the entity.
ADDITIONAL ENTITY	Entity Contact Person	Enter text: The full name of the entity contact person.
ADDITIONAL ENTITY	Entity Address Line 1	Enter text: The mailing address line one of the entity.
ADDITIONAL ENTITY	Entity Address Line 2	Enter text: The mailing address line two of the entity.
ADDITIONAL ENTITY	City	Enter text: The mailing address city name of the entity.
ADDITIONAL ENTITY	County	Enter text: The mailing address county name of the entity.
ADDITIONAL ENTITY	State / Province	Enter code: The mailing address state or province code of the entity
ADDITIONAL ENTITY	Postal Code	Enter code: The mailing address postal code of the entity.
ADDITIONAL ENTITY	Country	Enter code: The mailing address country code of the entity.
ADDITIONAL ENTITY	Phone (A/C, No)	Enter number: The phone number of the entity contact person (include area code and extension if applicable).
ADDITIONAL ENTITY	Email Address	Enter text: The e-mail address of the entity contact person.
ADDITIONAL ENTITY	Code	Enter code: The identification code assigned to the producer (e.g., agency or brokerage firm) by the insurer.
ADDITIONAL ENTITY	Subcode	Enter code: The identification code assigned by the insurer to the sub-producer (e.g., individual) within a producer's office (e.g., agency or brokerage).
ADDITIONAL ENTITY	Type of Entity - Producer	Check the box (if applicable): Indicates the type of entity is a producer.
ADDITIONAL ENTITY	Type of Entity - Principal	Check the box (if applicable): Indicates the type of entity is a principal.
ADDITIONAL ENTITY	Type of Entity - Obligee	Check the box (if applicable): Indicates the type of entity is an obligee.
ADDITIONAL ENTITY	Type of Entity - Surety	Check the box (if applicable): Indicates the type of entity is a surety company.
ADDITIONAL ENTITY	Entity Name	Enter text: The full legal name of the entity.

ADDITIONAL ENTITY	Entity Contact Person	Enter text: The full name of the entity contact person.
ADDITIONAL ENTITY	Entity Address Line 1	Enter text: The mailing address line one of the entity.
ADDITIONAL ENTITY	Entity Address Line 2	Enter text: The mailing address line two of the entity.
ADDITIONAL ENTITY	City	Enter text: The mailing address city name of the entity.
ADDITIONAL ENTITY	County	Enter text: The mailing address county name of the entity.
ADDITIONAL ENTITY	State / Province	Enter code: The mailing address state or province code of the entity
ADDITIONAL ENTITY	Postal Code	Enter code: The mailing address postal code of the entity.
ADDITIONAL ENTITY	Country	Enter code: The mailing address country code of the entity.
ADDITIONAL ENTITY	Phone (A/C, No)	Enter number: The phone number of the entity contact person (include area code and extension if applicable).
ADDITIONAL ENTITY	Email Address	Enter text: The e-mail address of the entity contact person.
ADDITIONAL ENTITY	Code	Enter code: The identification code assigned to the producer (e.g., agency or brokerage firm) by the insurer.
ADDITIONAL ENTITY	Subcode	Enter code: The identification code assigned by the insurer to the sub-producer (e.g., individual) within a producer's office (e.g., agency or brokerage).
ADDITIONAL ENTITY	Type of Entity - Producer	Check the box (if applicable): Indicates the type of entity is a producer.
ADDITIONAL ENTITY	Type of Entity - Principal	Check the box (if applicable): Indicates the type of entity is a principal.
ADDITIONAL ENTITY	Type of Entity - Obligee	Check the box (if applicable): Indicates the type of entity is an obligee.
ADDITIONAL ENTITY	Type of Entity - Surety	Check the box (if applicable): Indicates the type of entity is a surety company.
ADDITIONAL ENTITY	Entity Name	Enter text: The full legal name of the entity.
ADDITIONAL ENTITY	Entity Contact Person	Enter text: The full name of the entity contact person.
ADDITIONAL ENTITY	Entity Address Line 1	Enter text: The mailing address line one of the entity.
ADDITIONAL ENTITY	Entity Address Line 2	Enter text: The mailing address line two of the entity.
ADDITIONAL ENTITY	City	Enter text: The mailing address city name of the entity.
ADDITIONAL ENTITY	County	Enter text: The mailing address county name of the entity.
ADDITIONAL ENTITY	State / Province	Enter code: The mailing address state or province code of the entity
ADDITIONAL ENTITY	Postal Code	Enter code: The mailing address postal code of the entity.
ADDITIONAL ENTITY	Country	Enter code: The mailing address country code of the entity.

ADDITIONAL ENTITY	Phone (A/C, No)	Enter number: The phone number of the entity contact person (include area code and extension if applicable).
ADDITIONAL ENTITY	Email Address	Enter text: The e-mail address of the entity contact person.
ADDITIONAL ENTITY	Code	Enter code: The identification code assigned to the producer (e.g., agency or brokerage firm) by the insurer.
ADDITIONAL ENTITY	Subcode	Enter code: The identification code assigned by the insurer to the sub-producer (e.g., individual) within a producer's office (e.g., agency or brokerage).
ADDITIONAL ENTITY	Type of Entity - Producer	Check the box (if applicable): Indicates the type of entity is a producer.
ADDITIONAL ENTITY	Type of Entity - Principal	Check the box (if applicable): Indicates the type of entity is a principal.
ADDITIONAL ENTITY	Type of Entity - Obligee	Check the box (if applicable): Indicates the type of entity is an obligee.
ADDITIONAL ENTITY	Type of Entity - Surety	Check the box (if applicable): Indicates the type of entity is a surety company.
ADDITIONAL ENTITY	Entity Name	Enter text: The full legal name of the entity.
ADDITIONAL ENTITY	Entity Contact Person	Enter text: The full name of the entity contact person.
ADDITIONAL ENTITY	Entity Address Line 1	Enter text: The mailing address line one of the entity.
ADDITIONAL ENTITY	Entity Address Line 2	Enter text: The mailing address line two of the entity.
ADDITIONAL ENTITY	City	Enter text: The mailing address city name of the entity.
ADDITIONAL ENTITY	County	Enter text: The mailing address county name of the entity.
ADDITIONAL ENTITY	State / Province	Enter code: The mailing address state or province code of the entity
ADDITIONAL ENTITY	Postal Code	Enter code: The mailing address postal code of the entity.
ADDITIONAL ENTITY	Country	Enter code: The mailing address country code of the entity.
ADDITIONAL ENTITY	Phone (A/C, No)	Enter number: The phone number of the entity contact person (include area code and extension if applicable).
ADDITIONAL ENTITY	Email Address	Enter text: The e-mail address of the entity contact person.
ADDITIONAL ENTITY	Code	Enter code: The identification code assigned to the producer (e.g., agency or brokerage firm) by the insurer.
ADDITIONAL ENTITY	Subcode	Enter code: The identification code assigned by the insurer to the sub-producer (e.g., individual) within a producer's office (e.g., agency or brokerage).
ADDITIONAL ENTITY	Type of Entity - Producer	Check the box (if applicable): Indicates the type of entity is a producer.
ADDITIONAL ENTITY	Type of Entity - Principal	Check the box (if applicable): Indicates the type of entity is a principal.

ADDITIONAL ENTITY	Type of Entity - Obligee	Check the box (if applicable): Indicates the type of entity is an obligee.
ADDITIONAL ENTITY	Type of Entity - Surety	Check the box (if applicable): Indicates the type of entity is a surety company.
ADDITIONAL ENTITY	Entity Name	Enter text: The full legal name of the entity.
ADDITIONAL ENTITY	Entity Contact Person	Enter text: The full name of the entity contact person.
ADDITIONAL ENTITY	Entity Address Line 1	Enter text: The mailing address line one of the entity.
ADDITIONAL ENTITY	Entity Address Line 2	Enter text: The mailing address line two of the entity.
ADDITIONAL ENTITY	City	Enter text: The mailing address city name of the entity.
ADDITIONAL ENTITY	County	Enter text: The mailing address county name of the entity.
ADDITIONAL ENTITY	State / Province	Enter code: The mailing address state or province code of the entity
ADDITIONAL ENTITY	Postal Code	Enter code: The mailing address postal code of the entity.
ADDITIONAL ENTITY	Country	Enter code: The mailing address country code of the entity.
ADDITIONAL ENTITY	Phone (A/C, No)	Enter number: The phone number of the entity contact person (include area code and extension if applicable).
ADDITIONAL ENTITY	Email Address	Enter text: The e-mail address of the entity contact person.
ADDITIONAL ENTITY	Code	Enter code: The identification code assigned to the producer (e.g., agency or brokerage firm) by the insurer.
ADDITIONAL ENTITY	Subcode	Enter code: The identification code assigned by the insurer to the sub-producer (e.g., individual) within a producer's office (e.g., agency or brokerage).