



**U.S. SMALL BUSINESS ADMINISTRATION  
SURETY BOND GUARANTEE PROGRAM  
QUARTERLY CONTRACT COMPLETION REPORT**

(see instructions on page 2)

**GENERAL INFORMATION:** Each Surety Company participating in SBA’s Surety Bond Guarantee Program is required to use this form to report on all contracts that were successfully completed during the fiscal quarter. The information is due to SBA within 45 days after the close of each fiscal year quarter that ends on December 31<sup>st</sup>, March 31<sup>st</sup>, June 30<sup>th</sup> and September 30<sup>th</sup>. Submission of this information is required to retain benefit of participating in the Surety Bond Guarantee Program. If additional space is needed, attach additional pages. Clearly identify the information using the same headings for each reporting column.

SURETY NAME: \_\_\_\_\_ QUARTER ENDED: \_\_\_\_\_

SBG/PSB NUMBER	PRINCIPAL NAME	ORIGINAL CONTRACT AMOUNT (AS OF BOND EXECUTION)	REVISED CONTRACT AMOUNT	CONTRACT COMPLETION DATE	FEE AMOUNTS PAID TO SBA BY THE PRINCIPAL	OUTSTANDING PRINCIPAL FEE DUE TO SBA OR TO BE REFUNDED TO THE PRINCIPAL	FEE AMOUNTS PAID TO SBA BY THE SURETY	OUTSTANDING SURETY FEE DUE TO SBA OR TO BE REBATED TO THE SURETY

I certify that all information provided is true, correct and complete to the best of my knowledge. I understand that knowingly making a false statement or submitting false information is a violation of Federal law and could result in criminal prosecution or civil penalties under 18 U.S.C §287,371,1001, 15 U.S.C. §645, or 31 U.S.C. §3729

\_\_\_\_\_  
Name and Title of Surety’s Certifying Official

\_\_\_\_\_  
Signature/Date

**PLEASE NOTE:** The estimated burden for completing this form, including time to read instructions and compile the information needed to respond, is 30 minutes. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden or any other aspect of this request for contract information should be sent to: U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington, D.C. 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. **PLEASE DO NOT SEND FORMS TO OMB.**

## INSTRUCTIONS

This form is to be completed by all surety companies participating in SBA's Surety Bond Guarantee Program. In accordance with 13 CFR §115.22 this form is used to provide SBA with information about successfully completed contracts. The information is due to SBA within 45 days after the close of each fiscal year quarter that ends on December 31st, March 31st, June 30th and September 30th. Submission of this information is required.

This form may be completed electronically in the Capital Access Financial System (CAFS) located at [https://caweb.sba.gov/cls/dsp\\_login.cfm](https://caweb.sba.gov/cls/dsp_login.cfm). If the form is prepared electronically, the completed form must be downloaded, signed (or electronically signed), and then uploaded into CAFS.

If CAFS is unavailable, a fillable form is available on the Office of Surety Guarantees (OSG) website at <https://www.sba.gov/partners/surety-bond-partners-agents/operate-surety-partner-or-agent> or <https://www.sba.gov/document>. The form may be submitted via email to SBA at [suretybonds@sba.gov](mailto:suretybonds@sba.gov) or via mail/courier to U.S. Small Business Administration, Office of Surety Guarantees, 409 3rd Street, SW, Washington, DC, 20416. If additional space is needed, attach additional pages. Clearly identify the information using the same headings for each reporting column.

## FORM COMPLETION

1. Entering Information Relating to Contract Completions
  - a. Log into CAFS in the Surety Partner role and enter the Bonds category
  - b. Prior Approval Partners: select Surety Report; Preferred Partners: select Preferred Surety>Reports from the left menu
  - c. Select Close Bond (Bulk) from left menu
  - d. For each completed contract, enter "SBG#-dd/mm/yyyy", per the instruction on the screen
  - e. Repeat entry for all completed contracts, then click the Submit button
2. Generating the Quarterly Contract Completion Report Form
  - a. Log into CAFS in the Surety Partner role and enter the Bonds category
  - b. Prior Approval Partners select Surety Reports while Preferred Partners select Preferred Surety>Reports from the left menu
  - c. Select Quarterly Contract Completion Report
  - d. Enter the fiscal year and select the appropriate quarter (fiscal year quarter that ends on December 31st, March 31st, June 30th and September 30th)
  - e. Download, sign (or electronically sign in accordance with SBA procedural requirements), date the form, and electronically save the form
3. Uploading Signed Form
  - a. Log into CAFS in the Surety Partner role and enter the Bonds category
  - b. Prior Approval Partners select Surety Reports while Preferred Partners select Preferred Surety>Reports from the left menu
  - c. Select Uploads to SBA
  - d. Follow upload instructions