



**OHIO SCHOOL BOARDS ASSOCIATION  
Public Official Bond Program**

**BUSINESS MANAGER BOND APPLICATION**

Check one:    \_\_\_ New Bond    \_\_\_ Renewal of Expiring Bond    \_\_\_ Rider    \_\_\_ Cancellation

Date of Application \_\_\_\_\_ Expiring Bond Number \_\_\_\_\_

Business Managers' Name \_\_\_\_\_

School District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Is the district an OSBA Member?     Yes     No

If you are an academy or charter school, please provide your sponsoring district. \_\_\_\_\_

**BOND MUST BE WRITTEN THROUGH THE END OF THE BUSINESS MANAGERS' CURRENT CONTRACT.**

Requested Bond Term:    Inception \_\_\_\_\_ Expiration \_\_\_\_\_

**PREMIUM CALCULATION**

**Class Code 119 (Business Managers)**

Limit Amount	Policy Term (in years)				
	1	2	3	4	5
\$ 25,000	\$ 100	\$ 175	\$ 250	\$ 325	\$ 400
\$ 40,000	\$ 140	\$ 245	\$ 350	\$ 455	\$ 560
\$ 50,000	\$ 175	\$ 306	\$ 438	\$ 569	\$ 700
\$ 75,000	\$ 263	\$ 460	\$ 658	\$ 855	\$ 1,052
\$ 100,000	\$ 350	\$ 613	\$ 875	\$ 1,138	\$ 1,400
\$ 150,000	\$ 525	\$ 919	\$ 1,313	\$ 1,706	\$ 2,100
\$ 250,000	\$ 875	\$ 1,531	\$ 2,188	\$ 2,844	\$ 3,500
\$ 500,000	\$ 1,750	\$ 3,063	\$ 4,375	\$ 5,688	\$ 7,000

**\$100 MINIMUM BOND PREMIUM**



THIS IS A LEGAL DOCUMENT – PLEASE TYPE OR PRINT LEGIBLY.

Bond No.

Applicant's Name in full (As it should appear on the bond)		Phone:
		Fax:
		Email:
Applicant's Home Address (Street Address, City, State and Zip Code)		Social Security Number
Type of Bond Required?	Amount of Bond \$	Effective Date \$
If a special bond issue, what is the purpose?		
1 Has an application for this bond been declined by another company?..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, which surety and why?</i>		
Currently bonded?..... <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give name of surety and reason for change.</i>		
Has the Applicant professionally or personally:		
a. Had any lawsuits or judgments against them? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Ever failed in business or declared bankruptcy? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Ever been convicted of a crime? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Ever had their license suspended, revoked or denied, or been subject to any legal/administrative proceedings resulting in disciplinary action? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Ever been party to a surety bond claim? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(If any answers are "yes", please provide details on a separate page.)</i>		
Obligee Name and Address		

PLEASE PROVIDE THE FOLLOWING ADDITIONAL INFORMATION

Has the Applicant experienced any public official losses in the last five years? .....				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide details.</i>				
Official Title of Applicant	<input type="checkbox"/> Elected <input type="checkbox"/> Appointed	Term of Office in Years	Start Date:	
			End Date:	
Has the Applicant previously occupied this position? .....				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, during what period?</i>				
Does the Applicant currently have E&O or Liability Insurance? .....				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If so, please provide the following information.</i>				
Company: _____		Limit: _____	Policy Number: _____	

AGENT'S RECOMMENDATION

3 Describe the length and nature of your relationship with the Applicant: OSBA Sponsored Program	
Do you recommend the Applicant for this bond? .....	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Why?</i>	

4 1. Amount of money handled during an annual term .....	\$
2. Largest amount at any one time under your control .....	\$
3. Are funds deposited as received? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you agreed to use only depositories designated by your superiors? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section "4" continued on next page

5. Does the Applicant have the authority to withdraw funds from depository by check? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If "yes", is countersignature required? .....</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>By whom? _____</i>	

4

6. Is Applicant a custodian of securities? .....  Yes  No  
 If "yes", what amount? ..... \$  
 Where are securities kept? \_\_\_\_\_  
 Is there joint control? .....  Yes  No  
 If "yes", by whom? \_\_\_\_\_

7. Are your accounts audited on an annual basis? .....  Yes  No  
 If "yes", by whom? \_\_\_\_\_

8. Did the CPA make recommendations during the last audit? .....  Yes  No  
 If "yes", attach a copy of the recommendations and management's response.

9. Does the Applicant collect taxes? .....  Yes  No

10. To whom and when does the Applicant make a report of insolvencies and delinquencies?  
 \_\_\_\_\_

11. Is the Applicant responsible for investment of funds? .....  Yes  No  
 If "yes", is there a published investment policy which has been approved by obligee? .....  Yes  No

12. Is there someone other than the Applicant checking at least annually to be sure the investment policy is being followed? .....  Yes  No

**INDEMNITY AGREEMENT**

The undersigned Applicant and Indemnitor(s), all hereinafter referred to as "Indemnitors," hereby certify that the declarations made and answers given are the truth without reservation, and are made for the purpose of inducing TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, any of their present or future direct or indirect parent companies, any of the respective present or future direct or indirect affiliates or subsidiaries of such companies and parent companies, and/or any of the aforementioned entities' successors or assigns, hereinafter referred to, individually and/or collectively, as "Company," to furnish a certain bond or undertaking applied for and any renewal and increase of the same or of any bond or undertaking of similar nature given in substitution or renewal thereof (all comprehended in the word "Bond" as herein used). Indemnitors agree that Company may decline the Bond applied for or may cancel or terminate same without incurring liability whatsoever to Indemnitors. In consideration of Company executing said Bond or the forbearance of cancellation of said Bond, Indemnitors do undertake and agree as follows:

Indemnitors will pay all premiums, as they fall due, until Company has been provided with competent legal evidence that the Bond has been duly discharged. Indemnitors will at all times indemnify and exonerate Company from and against any and all loss, cost and expense of whatever kind which it may incur or sustain as a result of or in connection with the furnishing of the Bond and/or the enforcement of this Agreement, including unpaid premiums, interest, court costs and counsel fees, and any expense incurred or sustained by reason of making any investigation. To this end Indemnitors promise: a) to promptly reimburse Company for all sums paid and b) to deposit with Company on demand an amount sufficient to discharge any claim made against the Company on the Bond. This sum may be used by Company to pay such claim or be held by Company as collateral security against loss or cost on the bond.

5 Indemnitors hereby expressly authorize Company to access credit records and to make such pertinent inquiries as may be necessary from third party sources for underwriting purposes, claim purposes and/or debt collection. To the extent required by law, Company will, upon request, provide notice whether or not a consumer report has been requested by Company, and if so, the name and address of the consumer reporting agency furnishing the report.

Regardless of the date of signature(s), this Agreement is effective as of the date of execution of the Bond and is continuous until Company is satisfactorily discharged from liability pursuant to the terms and conditions contained herein. An Indemnitor may terminate participation in this Agreement with respect to future renewals or substitution bonds or undertakings by providing written notice to Company of such intent to terminate. Such notice shall be addressed to Travelers Bond & Financial Products, Attention: Vice President-PNP, One Tower Square, Hartford, Connecticut 06183 and shall become effective sixty (60) days after Company's receipt of the same. Termination hereunder shall not relieve the terminating Indemnitor(s) from liability with respect to any renewals or substitution bonds or undertakings issued, or for which Company has obligated itself to issue, before the effective date of termination.

**Attention: Any person who knowingly and with intent to defraud a surety company or any other person files an application for a surety bond containing any materially false information, or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act and may be subject to civil and/or criminal penalties.**

Signed this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_ 

X \_\_\_\_\_  
 Witness Sign Here

X \_\_\_\_\_  
 Applicant Sign Here

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Name and Social Security Number Above

X \_\_\_\_\_  
 Witness Sign Here

X \_\_\_\_\_  
 Additional Indemnitor Sign Here

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Name