



292 Newbury Street #105, Boston, MA 02115

PROOF OF CLAIM
Performance & Payment Bonds

Surety: _____
 Principal: _____
 Project: _____
 Bond Number: _____

INSTRUCTIONS: Please complete the following form, sign and have it notarized, and return it with all enclosures to the address and person indicated on the accompanying cover letter.

1. Claimant's name and address: _____

2. Claimant entered into a subcontract/purchase order with the Principal; or _____
 _____, a subcontractor to the bonded principal, to furnish
 Labor and/or materials to the Project (attach copy)
3. The Labor and/or materials supplied to the Project are as follows: _____

4. The date, labor or materials were first supplied to the project: _____
5. The date, labor or materials were last supplied to the project: _____
6. The warranties provided in connection with the labor and/or materials we supplied to the Project
 are as follows: _____
7. Date(s) of notice(s) of nonpayment to bonded principal (and subcontractor to the bonded
 principal if applicable) was: _____
8. Date(s) of notices(s) of nonpayment to the surety was: _____
9. Date(s) of notices (including nonpayment) to the owner (if applicable) was: _____
10. The Claimant has paid in full for all labor and materials furnished and supplied it for said Project
 except the claims of the persons or firms whose names and addresses appear below (add
 additional sheets if needed):

a.	_____	\$	_____
b.	_____	\$	_____
c.	_____	\$	_____
d.	_____	\$	_____
Total:		\$	_____

11. Set forth whether the principal, or subcontractor to the principal if appropriate, has disputed any portion of the amount claimed? (y) _____ (n) _____

If yes, please describe the dispute: (add additional sheets if needed)

12. Please attach the following documents. If you have already provided any of the requested documents, please so indicate:

a. Copy of the subcontract/purchase order/agreement with principal, or subcontractor of principal together with all changes, amendments or modifications thereto:

Attached _____ Already Provided _____ Not Attached _____

Reason if not attached: _____

b. Copies of all invoices/requisitions/delivery tickets, together with any supporting documentation, and any responses to same:

Attached _____ Already Provided _____ Not Attached _____

Reason if not attached: _____

c. Copies of all change orders or extra work requests and any responses received including approvals or rejections:

Attached _____ Already Provided _____ Not Attached _____

Reason if not attached: _____

d. Copies of payments received by or on behalf of the claimant, from or on behalf of the principal (or if appropriate the subcontractor of the principal) for this Project and related documentation identifying the work for which payment is made:

Attached _____ Already Provided _____ Not Attached _____

Reason if not attached: _____

e. Copies of all correspondence relating to this claim and/or the labor and/or materials provided by claimant for this Project:

Attached _____ Already Provided _____ Not Attached _____

Reason if not attached: _____

f. Copies of notices (with proofs of delivery) sent to principal, surety, owner (or others as required by contract or law), and if appropriate the subcontractor of the principal.

Attached _____ Already Provided _____ Not Attached _____

Reason if not attached: _____

g. Copies of lien waivers/lien releases for labor and/or materials furnished on this Project:

Attached _____ Already Provided _____ Not Attached _____

Reason if not attached: _____

h. Copies of any and all warranties issued by you in connection with the Project.

Attached _____ Already Provided _____ Not Attached _____

Reason if not attached: _____

- i. Copies of all certified payrolls and time sheets relating to any labor furnished by you in connection with the Project.
Attached _____ Already Provided _____ Not Attached _____
Reason if not attached: _____
- j. An account history reflecting all billings and payments on this project, or an accounts receivable ledger.
Attached _____ Already Provided _____ Not Attached _____
Reason if not attached: _____
- k. Any schedules or amended schedules for the performance of your work.
Attached _____ Already Provided _____ Not Attached _____
Reason if not attached: _____
- l. Any punch lists you received and status of the work.
Attached _____ Already Provided _____ Not Attached _____
Reason if not attached: _____

13. A summary of the Bond Claim is as follows:

a. Original Amount	\$	_____
b. Approved change orders:	\$	_____
c. Revised amount [a + b]:	\$	_____
d. Approved completed work:	\$	_____
e. Total retainage:	\$	(_____)
f. Total payments received to date:	\$	(_____)
g. Total payments paid by principal to your suppliers or vendors for labor and/or materials on this project.	\$	(_____)
h. Set for additional amount claimed and described with particularity below or on attached sheet the basis of your claim.	\$	_____
i. Bond claim amount [d - (e + f + g + h)]	\$	_____

FOR YOUR PROTECTION, IT IS UNLAWFUL TO:

1. Knowingly present or cause to be presented any false or fraudulent claim for the payment of a loss under a contract of insurance.
2. Knowingly file multiple claims for the same loss with more than one insurer with an intent to defraud the insurer.
3. Knowingly prepare, make or subscribe any false or fraudulent writing with intent to present or use the same or to allow it to be presented or used in support of any such claim.

CERTIFICATION OF CLAIM

The foregoing information is furnished to the surety in support of the affiant’s claim and it is understood that the furnishing of this form, its acceptance, or the retention thereof by the Surety does not constitute a waiver of any of the terms of the Surety’s bond, any rights of defenses the Surety may have, nor admission of liability for any amount thereunder.

The answers to this Proof of Claim form are the basis of a claim for the payment of money under the terms and provisions of the statutes or the laws of the governing state, and the undersigned hereby certifies and declares under Penalty of Perjury that the foregoing statements are true and correct.

Signed and sealed this day of _____ 20 ____.

Claimant

By: _____

Name:

Title:

STATE OF _____

COUNTY OF _____

I hereby certify that _____, the _____ of _____ Appeared before me as the above named affiant and is personally known to me or did produce reliable and credible identification and is in fact the person who executed the foregoing instrument on behalf of the Claimant.

Notary Public: _____

My Commission Expires: _____