



U.S. Small Business Administration
Surety Bond Guarantee Program
DEFAULT REPORT, CLAIM FOR REIMBURSEMENT,
AND RECORD OF ADMINISTRATIVE ACTION

Any intentionally false statement or willful misrepresentation in connection with a claim for payment pursuant to a Guarantee Agreement is a violation of Federal law, subject to criminal and civil prosecution under 18 USC Sections 287, 371, 1001, 15 USC Section 645 and 31 USC Section 3729 carrying possible fines and/or imprisonment.

GENERAL INSTRUCTIONS:

This form combines SBA Forms 994H-Claim for Reimbursement, 994J-Report of Default, and 1101-SBA/SBG Modification/Administrative Action. It should be used as follows: (Please type or print legibly.)

1. To file a Default Status Report; complete sections: A, B, C, H
2. To file a Claim for Reimbursement; complete sections: A,C, E, F, G, H
3. To record SBA Administrative Action; complete sections: A, C, D
4. The surety company must print, sign, and mail to U.S. Small Business Administration, Office of Surety Guarantees, 409 3rd St., SW, Washington, DC, 20416

A. SBG IDENTIFICATION SUMMARY

SBG NUMBER: _____	CONTRACTOR'S NAME: _____	
SURETY ALPHA CODE: _____	990 DATE: / / (See reverse) CONTRACT AMOUNT \$ _____	
BOND NUMBER: _____	OBLIGEE: _____	
CLAIM NUMBER: _____	PROJECT: _____	
DEFAULT STATUS CODE: _____	BOND TYPE: _____	DEFAULT DATE: / / _____
01=Active	Payment	LAST STATUS REPORT: / / _____
02=Closed-No Loss	Performance	CLOSE DATE: (SBA USE ONLY) / / _____
03=Closed-Subrogation	Bid	NO CHANGE FROM PREVIOUS REPORT
04=Closed-Final		STATUS UPDATE INCLUDED: (Describe below, current status and default completion plans.)
05=Closed Settled		SURETY RESERVE AMOUNT: \$ _____
DEFAULT REASON CODE: _____ (From reverse)		
SBA's RESERVE AMOUNT: \$ _____		

B. SUBROGATION ACTIVITY (Explain in Section C., below, or attach a separate sheet if, necessary.)

<input type="checkbox"/> Litigation pending	<input type="checkbox"/> Settled for \$ _____	<input type="checkbox"/> No change from last report
<input type="checkbox"/> Payments being made	<input type="checkbox"/> None – Bankrupt/Defunct	<input type="checkbox"/> Approval requested to Close Final
<input type="checkbox"/> Firm Collateral Held \$ _____		

Other anticipated recovery from salvage, indemnities, etc. \$ _____

C. EXPLANATIONS, COMMENTS, ADMINISTRATIVE ACTIONS (Attach additional sheet if warranted.)

(SBA USE ONLY)

D. SBA/SBG CLAIM PAYMENT RECOMMENDATION, REVIEW, APPROVAL, AND AMOUNT OF CLAIM APPROVED

THIS REQUEST IS HEREBY APPROVED FOR PAYMENT IN ACCORDANCE WITH SBA REGULATIONS.

AMOUNT REQUESTED \$ _____ AMOUNT APPROVED \$ _____ EFFECTIVE DATE (Date SBA received) / / _____

RECOMMENDED BY (Signature/Title/Date)	REVIEWER (Initials/Date)	2 ND REVIEWER (Initials/Date)	APPROVING OFFICIAL (Signature/Title/Date)
SBA Form 994H (11-09) REF. SOP 50-45		See instructions on reverse	
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INSTRUCTIONS AND CLARIFICATION OF SELECTED FORM 994H ITEMS

General

1. This form may be used to report the default of an SBG contractor, as well as for periodic status reporting in accordance with the terms of SBA's Surety Bond Guarantee Agreement. If a different format is used, all information requested on 994H Form must be provided.
2. A separate SBA Form 994H must be used for each bond in default/claim status. An additional sheet/letter may be attached for more detailed reporting.
 3. If this is an initial default/claim notice:
 - a. A carbon copy of this form should be sent simultaneously to the SBA Field Office which guaranteed the bond in caption.
 - b. Provide a detailed report including the percentage of completion, remaining contract funds, methods of selecting completion contractor, description of how claim situation arose, present condition, surety's plans for resolution and salvage, anticipated loss.

PLEASE NOTE: The estimated burden for completing this form is 20 minutes per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., SW, Washington DC 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202 Washington, DC 20503. OMB Approval (3245-0007) PLEASE DO NOT SEND FORMS TO OMB.