

Instructions: 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 obtain or retain a benefit. The information may be submitted via email to SBA at [@sba.gov](mailto:sba.gov) or via mail/courier to U.S. Small Business Administration, Office of Surety Guarantees, 409 3<sup>rd</sup> 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.



## U.S. SMALL BUSINESS ADMINISTRATION SURETY BOND GUARANTEE PROGRAM

### QUARTERLY CONTRACT COMPLETION REPORT

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

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 1 hour. 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 Street, SW, Washington, DC 20416, and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C., 20503. OMB Approval (3245- ).  
**PLEASE DO NOT SEND FORMS TO OMB.**

SBA Form 2461 ( /16)