



NATIONAL ASSOCIATION OF SURETY BOND PRODUCERS

7735 Old Georgetown Road, Suite 900

Bethesda, MD 20814

Tel: 240.200.1270

Fax: 240.200.1295

www.nasbp.org

NASBP Membership Application Checklist

Membership Application ☐

Code of Ethics ☐

Membership Affidavit ☐

Questionnaire form for each employee on member roster ☐

Member Dues Check ☐

Send application materials to:

National Association of Surety Bond Producers

Membership Department

7735 Old Georgetown Road, Suite 900

Bethesda, MD 20814

Phone: (240) 200-1282 Fax: (240) 200-1295



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MEMBERSHIP APPLICATION

Name of Firm: _____

Preferred Mailing Address

Preferred Mailing Address

Address 1:

Address 2:

Street

Street or PO Box

City

State

Zip

City

State

Zip

Telephone: () **Fax:** () **Website:** _____

- Are personnel in this office regularly engaged on a commission basis as agent-producer or broker of surety bonds? Yes ___ No ___
- How many surety personnel are in this office? _____
- List principals, officers and personnel and number of years each has been engaged in the surety business that you wish to add to NASBP's database: *(Use additional sheet if necessary)*

A. Key Contact Name: _____
Title: _____ Years: _____
E-mail address: _____

B. Alternative Key Contact Name: _____
Title: _____ Years: _____
E-mail address: _____

C. Contact Name: _____
Title: _____ Years: _____
E-mail address: _____

C. Contact Name: _____
Title: _____ Years: _____
E-mail address: _____

- Does your firm place or intend to place business within the U.S.? Yes No
If the answer is "No", please skip to question #6
If the answer is "Yes", please complete question #5
- List two or more principal surety companies with which your firm does business, the length of time represented, and at least one state in the United States in which each of these companies is admitted to conduct surety business. *Use additional sheet if necessary:*

<i>Surety Company</i>	<i>Number of Years</i>
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____

- Total annual premium volume for past fiscal or calendar year (nearest \$10,000)

Contract Surety \$ _____
Commercial Surety \$ _____
Other \$ _____
Grand Total \$ _____

7. How did you hear about NASBP? _____
8. Are you engaged in any business other than insurance/surety? _____
9. If yes, please state nature of other business and time devoted to it. _____
10. Please list any other local, state, regional or national insurance and construction organizations in which you currently hold membership: _____

I UNDERSTAND AND AGREE that the National Association of Surety Bond Producers has the right to verify any of the information I have provided in this membership application, and that the Association may use the information provided in this application to determine my firm's eligibility for membership in the National Association of Surety Bond Producers

I UNDERSTAND FURTHER that completion of this application for membership in the National Association of Surety Bond Producers does not imply or assure the acceptance of my firm as a member of the Association. ***I also understand that compliance with the Bylaws, affirmation of the Code of Ethics, submission of the Membership Affidavit, and remittance of dues are conditions to and of membership.***

NOTE: SUBMISSION INFORMATION (please return the following documents)

- Completed, signed, and dated Membership Application
- Completed, signed, and dated Code of Ethics
- Completed, signed, and dated Membership Affidavit
- Completed Master File Questionnaire
- Member Dues Check

_____ Firm Name	_____ Signature of Principal
By: _____ Principal's Name (Print)	_____ Title
	_____ Date

Please mail your signed application and other materials to:

**National Association of Surety Bond Producers
Membership Department
7735 Old Georgetown Rd, Suite 900
Bethesda, MD 20814
Phone: (240) 200-1270 Fax: (240) 6200-1295**

We look forward to serving you as a Member of NASBP.



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NATIONAL ASSOCIATION OF SURETY BOND PRODUCERS (NASBP)

CODE OF ETHICS

(As referenced in the NASBP Bylaws)

PREAMBLE

The reliance of the public and the business community on sound practices in the surety industry imposes on professional surety bond producers an obligation to maintain high standards of technical competence, ethics and integrity. To this end, surety bond producers will strive at all times to:

- Improve their professional skills.
- Uphold the dignity and honor of the surety profession.
- Maintain high standards of personal conduct.
- Hold the affairs of their clients in strictest confidence.

CODE

In further recognition of the public interest and their obligation to the profession, NASBP expects its members to observe a Code of Ethics outlining responsibilities to:

- a) Not commit acts which may bring discredit to the profession of suretyship.
- b) Not knowingly violate the confidential relationships between them and their clients, and shall make every effort to determine that the same rules of confidentiality be maintained by the surety companies that they represent.
- c) Not discriminate in dealing with any clients because of sex, race, creed, color or country of origin.
- d) Keep informed of the federal, state and local laws and regulations governing agents and brokers of surety bonds.
- e) Continuously strive to keep themselves informed and educated regarding the principles of surety credit, surety industry affairs, and the services normally rendered by a surety bond producer.
- f) Aid and assist in the passage of local laws and ordinances which pertain to and benefit the surety industry, consistent with the interests of the public, and oppose legislation or regulations harmful to the interests of suretyship.
- g) Take an active interest in the affairs of the Association and serve actively on committees and furnish timely information to the Association or its officers that would be of significance or interest to the surety industry as a whole.
- h) Be represented at annual and regional meetings of the Association on a regular basis.
- i) Not advertise, in writing or by word of mouth, their professional attainments or services in a manner which would bring discredit to the profession.
- j) Develop and maintain a national network of mutual assistance by cooperating with and assisting fellow members in servicing their clients' requirements while operating beyond the area normally serviced by the fellow member.
- k) Not violate the confidential relationship between themselves and other fellow members with whom they may be or have been associated or in consultation.

- l) Maintain objectivity and integrity in the rendering of their services and shall not knowingly misrepresent facts.
- m) Strive to provide all relevant information that impacts surety decisions, and not knowingly withhold negative information.

Within the meaning of these ethics guidelines, the words "surety bond producers" shall mean any member organization of the Association whether individual proprietorship, partnership or corporation, its principals and any person involved in the conduct of surety operations by or for said member organization.

As a member of the National Association of Surety Bond Producers (NASBP), I agree that the firm named below, of which I am a principal or officer, will strive to act in accordance with this Code of Ethics, and to comply with all other provisions of the Bylaws of NASBP and any amendments thereto.

Date: _____

Signed by Officer or Principal of Firm: _____

Title: _____

Name of Firm: _____

Signatures of Bond Department Personnel: I have read this Code of Ethics and will strive to act in accordance with its provisions.

PLEASE PRINT NAME:

SIGNATURE:

Please mail your signed materials to:

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MEMBERSHIP AFFIDAVIT

A principal or officer of each applicant for membership must read, sign and date this affidavit and return it to the NASBP Membership Department along with other completed application materials.

I HEREBY AFFIRM THAT:

- (a) I am an officer or principal of my firm and I possess the authority to make this Affidavit; and
- (b) No current officer, owner, partner, manager, director or managing director of the firm has been charged with and duly convicted of a felony involving theft, conversion or fraud, including consumer, wire or mail fraud, in the performance of surety business or other business endeavors.

Firm Name: _____

Signature: _____ Date: _____

Print Name/Title: _____

Please mail your signed materials to:

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MEMBER DUES PRICE STRUCTURE

THIS IS NOT AN INVOICE

NASBP membership dues are based on the total surety bond premiums written by an agency, branch, office or division for the twelve months ending December 31, 20--. NASBP bylaws stipulate that every member office, whether the headquarters of an agency/brokerage firm or a participating division, branch office or subsidiary, shall each pay a membership investment to the Association based on the following schedule:

MEMBER DUES PRICE STRUCTURE/SINGLE OFFICE

	DUES
Total surety premiums - less than \$500,000	\$2,365
Total surety premiums - \$500,000 to less than \$1 million	\$2,957
Total surety premiums - \$1 million to less than \$3 million	\$4,139
Total surety premiums - \$3 million to less than \$6 million	\$4,730
Total surety premiums - \$6 million to less than \$10 million	\$5,204
Total surety premiums – Over \$10 million	\$5,676

MEMBER DUES PRICE STRUCTURE/TWO OFFICES (2)

	DUES	MULTIPLE OFFICE DISCOUNT	AMOUNT DUE
Total surety premiums - less than \$500,000	\$2,365	\$117	\$2,247
Total surety premiums - \$500,000 to less than \$1 million	\$2,957	\$148	\$2,809
Total surety premiums - \$1 million to less than \$3 million	\$4,139	\$208	\$3,930
Total surety premiums - \$3 million to less than \$6 million	\$4,730	\$236	\$4,494
Total surety premiums - \$6 million to less than \$10 million	\$5,204	\$261	\$4,943
Total surety premiums – Over \$10 million	\$5,676	\$285	\$5,391

MEMBER DUES PRICE STRUCTURE/MULTIPLE OFFICES (3-9)

	DUES	MULTIPLE OFFICE DISCOUNT	AMOUNT DUE
Total surety premiums - less than \$500,000	\$2,365	\$236	\$2,129
Total surety premiums - \$500,000 to less than \$1 million	\$2,957	\$297	\$2,660
Total surety premiums - \$1 million to less than \$3 million	\$4,139	\$414	\$3,724
Total surety premiums - \$3 million to less than \$6 million	\$4,730	\$474	\$4,256
Total surety premiums - \$6 million to less than \$10 million	\$5,204	\$520	\$4,683
Total surety premiums – Over \$10 million	\$5,676	\$569	\$5,108

MEMBER DUES PRICE STRUCTURE/MULTIPLE OFFICES DUES CAP

MULTIPLE MEMBER OFFICE LOCATION COMBINED DUES	DUES
10-15 Offices 16-20 Offices Over 20 Offices	\$30,952 \$33,765 \$36,578

MEMBER DUES PRICE STRUCTURE/INTERNATIONAL SINGLE OFFICE

	DUES
Total surety premiums - less than \$500,000	\$1,182
Total surety premiums - \$500,000 to less than \$1 million	\$1,479
Total surety premiums - \$1 million to less than \$3 million	\$2,202
Total surety premiums - \$3 million to less than \$6 million	\$2,365
Total surety premiums - \$6 million to less than \$10 million	\$2,602
Total surety premiums – Over \$10 million	\$2,839

MEMBER DUES PRICE STRUCTURE/INTERNATIONAL TWO OFFICES (2)

	DUES	MULTIPLE OFFICE DISCOUNT	AMOUNT DUE
Total surety premiums - less than \$500,000	\$1,182	\$60	\$1,123
Total surety premiums - \$500,000 to less than \$1 million	\$1,479	\$74	\$1,405
Total surety premiums - \$1 million to less than \$3 million	\$2,202	\$110	\$2,092
Total surety premiums - \$3 million to less than \$6 million	\$2,365	\$117	\$2,247
Total surety premiums - \$6 million to less than \$10 million	\$2,602	\$131	\$2,471
Total surety premiums – Over \$10 million	\$2,839	\$142	\$2,697

MEMBER DUES PRICE STRUCTURE/INTERNATIONAL MULTIPLE OFFICES (3-9)

	DUES	MULTIPLE OFFICE DISCOUNT	AMOUNT DUE
Total surety premiums - less than \$500,000	\$1,182	\$117	\$1,065
Total surety premiums - \$500,000 to less than \$1 million	\$1,479	\$147	\$1,332
Total surety premiums - \$1 million to less than \$3 million	\$2,202	\$220	\$1,982
Total surety premiums - \$3 million to less than \$6 million	\$2,365	\$236	\$2,129
Total surety premiums - \$6 million to less than \$10 million	\$2,602	\$261	\$2,341
Total surety premiums – Over \$10 million	\$2,839	\$284	\$2,554

Member dues and affiliate fees paid to NASBP may be deductible as an ordinary and necessary business expense. However, they are not deductible as a charitable contribution. Please consult your tax advisor for more specific information or assistance. Under the Omnibus Budget Reconciliation Act of 1993, that portion of membership dues and fees used for lobbying is not deductible. It is estimated that ___% of membership dues, affiliate fees and associate fees will be used to fund NASBP's lobbying activities in 20__.