

## INSTRUCTIONS FOR COMPLETION OF FARM LABOR CONTRACTOR BOND

- BLANK (1) This blank contains the bond number to be assigned by the Surety.
- BLANK (2) Insert the full legal name and assumed business name, if any, of the contractor to be licensed as follows:

**SOLE PROPRIETORSHIP:** In the case of a **sole proprietor**, this blank should contain the full legal name of the sole proprietor and the assumed business name, if any, under which the contractor proposes to conduct business.

**Example:** John Harold Smith, a sole proprietor, dba John's Harvesting Company.

**PARTNERSHIPS (GENERAL AND LIMITED LIABILITY):** In the case of a **partnership**, whether general or limited liability, the blank should contain the full name of the individual partner **and** the name of the partnership under which the business will be conducted.

**Examples:** John Smith, a partner in the partnership of Smith & Jones or  
John Smith, a partner in the limited liability partnership of Smith & Jones.

**NOTE:** *Each partner performing farm labor contractor activities must be licensed and submit his own bond.*

**CORPORATIONS AND LIMITED LIABILITY COMPANIES:** In the case of a **corporation or limited liability company**, the blank should contain the full legal name of the corporation or LLC **and** state of charter as filed with the Idaho Secretary of State. If the corporation or limited liability company uses an assumed business name, that name should be included as well.

**Examples:** Workforce, Inc., an Idaho Corporation, or  
Workforce LLC, an Idaho Limited Liability Company or  
Workforce, Inc., an Idaho Corporation, dba ABC Contracting, or  
Workforce LLC, an Idaho Limited Liability Company, dba ABC Contracting.

- BLANK (3) This blank contains the full legal name of the Surety as filed with the Idaho Secretary of State.
- BLANK (4) This blank should contain the name of the state which chartered the Surety.
- BLANK (5) This blank should contain the **written** dollar amount of the bond, i.e., **TEN** or **THIRTY**. A \$10,000 bond is required if the contractor employs no more than 20 employees. A \$30,000 bond is required if more than 20 employees are employed.
- BLANK (6) This blank contains the **numeric** dollar amount of the bond, i.e., **\$10,000** or **\$30,000**.
- BLANK (7) This blank should contain the date when the bond will expire. For the 2003 licensing year, all bonds will expire on March 31, 2004. Beginning January 1, 2004, the licensing year will run from January 1<sup>st</sup> to the following December 31<sup>st</sup> and each bond will expire on December 31<sup>st</sup> following the date of its issuance
- BLANK (8) These blanks should contain the day, month and year upon which the bond is issued by the Surety.
- BLANK (9) These blanks should contain the name of the Principal, the signature of the sole proprietor, or the signature of the corporate officer or managing member of an LLC with the authority to act on behalf of the Principal, and the title of the person signing on behalf of the Principal. *NOTE: If a contractor's business is to be conducted as a general or limited liability partnership, each partner must submit with his application a separate farm labor contractor bond.*
- BLANK (10) These blanks should contain the name of the Surety, the signature and printed name of the person authorized to act on behalf of the Surety, and the business address of the Surety to which correspondence relative to the surety bond is to be directed. The Surety's signature must be notarized.