This information must be given to the Federal Bonding Coordinator Wendi Eure, by phone, fax, or mail for the bond to be processed. Please note, social security numbers cannot be emailed. You may email the form and then call with the social security number.

**Job Placement Agency:**

|  |  |  |  |
| --- | --- | --- | --- |
| Agency Name |  | Phone |  |
| Address  City/State/Zip |  | Processed by |  |

**Employer Receiving Bond:**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | Date Affirmed |  |
| Contact Person |  | | |
| Address  City/State/ Zip |  | | |

**Worker Covered By Bond:**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Last Name |  |
| Bond Effective Date |  | Social Security # |  |

**Bond Insurance Amount:**

|  |  |  |  |
| --- | --- | --- | --- |
| Bond Type | **New**    **Renewal** | Total Amount | $  ,000  $5,10,15,20, or 25K |

For questions, contact Wendi Eure, NC Federal Bonding Coordinator.

NC Department of Commerce

Division of Workforce Solutions

Applicant Services Unit

Wendi Eure, Federal Bonding Program Coordinator

Phone: 919-814-0457

Fax: 919-662-4659

Email: wendi.bowen@nccommerce.com

P.O. Box 27625

Raleigh, NC 27611

Required forms are available. Contact Wendi Eure, Federal Bonding Program Coordinator at [wendi.bowen@nccommerce.com](mailto:wendi.bowen@nccommerce.com)

1. **Complete the Federal Bonding Certification Form**

“Job Placement Agency” is the Workforce Office

“Date Affirmed” is the date you first spoke with the employer

“Bond Effective Date” is the first day of employment and should be after the affirm date

Bond will be “NEW”

Amount will be “$5,000” \*

\**If employer is requesting a higher amount please contact the Bonding Coordinator.*

1. **Submit the bond information to Applicant Services, Attn: Wendi Eure**

This can be done by phone, mail or fax as follows:

DWS Applicant Services Phone: 919-814-0457

Attn: Wendi Eure Fax: 919-662-4659

PO Box 27625

Raleigh, NC 27611

\****Do not send directly to “Union Insurance Group.”***

1. **Complete and mail the “Federal Bond Employer Letter” to the employer Confirming Bonding has been processed**