

Bond Filing Guidelines

Please follow the below instructions in order to **avoid any delays** on filing of your Custom Bonds, the current filing time is between 5-7 working days. Any **typos or wrong information** will result in delays of up to **12 working days**.

1. If your customer already has a bond on file please **do not apply on line** contact us @ **310-379-9660**

2. Internal Revenue Service, Social Security, Customs assigned numbers must be checked before you submit your application. Please use the following format **12-345678900** last two digits should always be **00** unless you are adding a **division to an existing bond**

Numbers being used in a Social Security form should follow this format **123-45-6789** please make sure that the **importer name is the individual first and last name** if they have a DBA include it in the appropriate field.

Customs assigned number should be in the following format:

071001-00001 the first two digits is the year it was issued the next four digits is the port that issued the number and the last five digits are random numbers issued by CBP.

3. Please be sure to verify that the numbers & names as well as the addresses are correct **CBP will reject** any bond applications that have incorrect information. **For help with verification of addresses please visit www.usps.com** which is the same source that CBP uses.

4. Merchandise subject to **anti-dumping will required collateral** in order for us to process your application. Acceptable form of collateral are Letters of credit issued by a **U.S Bank who is a member of the FDIC** or **confirmed by U.S banks member of the FDIC** a copy of the LOC can be found on our web page under Bond forms, certified checks also known as a Cashier's check , wire transfers are also accepted. Please visit: <http://addcvd.cbp.gov/> for more information on Anti-dumping

5. Bonds that are **\$100,000 and greater require** financial statements for underwriting, the statements should be full current (**no more than one year old**) and must include profit and loss, a complete balance sheet.

6. We confirm and attest to the best of our knowledge that there are no other known importers or principals that are associated with the new application being submitted that have caused claims for Lexon Insurance Company.

We accept all terms and conditions of processing bonds through **Global Solutions Insurance Services, Inc.** web page.