

Below are a list of clarifications of common errors made by contractors and their sureties when filling out the SF 1415. This list is in no way comprehensive, and there may be other requirements or issues not listed here. This clarification should not be misconstrued as advice about a party's legal rights or obligations, and is merely provided to help ensure that forms are filled out correctly.

Block 1: Contract number, including task order if applicable.

Block 2: PIIN of mod or mods covered by the SF1415 – see block 2 of the SF30. (If multiple mods are covered by the SF1415, a breakout of those mods and their values needs to be attached behind the Power of Attorney.)

Block 3: This must equal the date the ACO signs, Block 16C on the SF30. The actual date is required; “See Block 16C” is not acceptable.

Block 4: Amount of mod or mods should be reflected here. If your SF1415 is for a credit mod, the word “increased” should be struck, and the word “decreased” should be inserted. The amount needs to both fully written in words and fully written numerically.

The full title of the company listed in Block(s) 5A, 5B, and 5C, must match exactly the full title of the company listed in Block(s) 10A, 10B, and 10C, respectively.

The amounts listed in Block(s) 6A, 6B, and 6C, as well as the amounts in Block(s) 7A, 7B, and 7C, must total the amounts listed for performance and payment in Block 4.

Block 9A: The corporate name must match the corporate name on the contract award. If a corporate seal is used, it must match the corporate name in Block 9A exactly. Corporate seals must be original stamped or franked seals, depending on the rules in the corporation's local jurisdiction. If a seal is not required by state law in the corporation's local jurisdiction, and is not used, other documentation must be provided that demonstrates the authority of the signatory to bind the corporation.

Block 9B: The signatory (or signatories, in the case of JV where no single party has been authorized to sign) must be authorized in writing, either in the Corporate Certificate present in the contract award, or in a subsequent letter of authorization signed by the signatory on the contract award.

Block 9D must be the same or later than Block 3.

Block 10A must match the Department of the Treasury's Listing of Certified Companies.

(http://www.fms.treas.gov/c570/c570_a-z.html) The corporate seal must match the corporate name in Block 10A exactly. It must also match the Surety Name on the Power of Attorney exactly. Corporate seals must be original stamped or franked seals, depending on the rules of the corporation's local jurisdiction.

Block 10D must be the same or later than Block 3. Block 10D must be after the effective date of the Power of Attorney. The date the Power of Attorney is certified must be the same or later than the date listed in Block 10D. Power of Attorney and Certification must be originals and must have the corporate seal.