

FIDELITY BOND REQUEST FORM

Job Placement Agency

Name: Texas Workforce Commission
Address: 101 E. 15th Street, Room 440-T
City/State/ZIP: Austin, Texas 78778-0001
Email: fidelity.bonding@twc.texas.gov

Initiating Workforce Solutions Office

Board Name: _____
Workforce Office: _____
Address: _____
City/State/ZIP: _____
Requesting Staff: _____
Staff Phone No.: _____
Date of Submission: _____

Employer Receiving Bond

Company Industry: _____
Agency Type: _____
Company Name: _____
Contact Person: _____
Address: _____
City/State/ZIP: _____
Phone No. & Email: _____
Num. of Employees: _____

Worker Covered by Bond

Name: _____
TWIST ID: _____
Address: _____
City/State/ZIP: _____
Position: _____
Hourly Wage/Salary: _____
Hours Per Week: _____
Gender (optional): _____
Race/Ethnicity (optional): _____

Eligibility (Documented in TWIST Counselor Notes)

Employment Verified: _____
Effective Date: _____
Eligibility Criteria: _____
Bond Request Amount: _____
Additional Information: _____

Approved by: _____
Date Approved: _____
Bonds Issued: _____

INSTRUCTIONS

Submission of Fidelity Bond Request Form

Submit the completed Fidelity Bond Request Form to fidelity.bonding@twc.texas.gov.

Individual Covered by Bond

Enter name (last, first), TWIST ID number, address, position, and ethnicity of the individual covered by the bond.

Eligibility

The Board must ensure that TWIST *Counselor Notes* has been updated to confirm that employment has been verified, what eligibility criteria the customer meets, the effective date, and the amount of the bond being requested.

Effective Date of Bond

- Enter the date of first day of employment; or
- In the case of bonds issued to enable continued employment or promotion, enter the date of promotion or the date of submission of the Fidelity Bond Request Form.

Note: The effective date of the Fidelity Bond Request Form cannot be earlier than the date of its submission to the state bonding coordinator.

Bond Insurance Amount

The dollar amount of insurance provided by the bond to protect the employer against any employee dishonesty is \$5,000 but can go up to \$25,000. If any amount higher than \$5,000 is necessary, it will be handled on a case-by-case basis with documentation to justify the need.

Inquiries

Send inquiries to fidelity.bonding@twc.texas.gov.