

NOTICE OF POTENTIAL BOND LOSS



Department of the Treasury
Division of Risk Management
PO Box 1879
Richmond, VA 23218-1879
804-786-3152

Instructions:

1. Notify Auditor of Public Accounts (APA)
2. Notify Virginia State Police
3. Complete this form and submit it to DRM along with the following documents:
 - Copy of APA report
 - Copy of police report
 - Copies of criminal indictments, sentencing orders, etc.
 - Proof that suspected employee should be covered under blanket surety bond*

* Applies only to state employees and only for potential bond losses reported to DRM after December 1, 2004

Date of report
Entity
Location of office where loss occurred
Name of suspected employee(s)
Contact for more information (name/address/phone)
Period when loss occurred
Date of time of discovery
Estimated amount of loss
Brief description of act
Report completed by (name/address/phone)