

Government Liquidation

REQUIREMENTS OF A LETTER OF GUARANTEE FOR ACCEPTANCE OF A COMPANY CHECK

- Letter must be on official bank letterhead.
- **IMPORTANT:** Bank must state that they guarantee the payment of the check being presented. It is not sufficient for the bank to state the credit limit or balance of the company.
- Letter must state the name of the company for whom the guarantee is for. The check must have the same name printed on it.
- Letter must contain the account number on which the check is to be drawn and the check must match this same account number.
- Letter must state an ending date after which the letter of guarantee will expire.
- Letter must contain a maximum amount for which the bank will guarantee. The check must not be written for more than is guaranteed by the bank.
- A bank representative must sign the letter.

EXAMPLE OF LETTER OF GUARANTEE:

Government Liquidation
15051 N. Kierland Blvd., 3rd Floor
Scottsdale, Arizona 85254

Dear Sirs:

Please accept this letter as a statement of guarantee for [Company]. [Bank Name] will guarantee payment of the check being presented by [Company] to purchase items at your auction up to an amount no greater than \$[amount]. The account number is [account number]. The check number relating to the specified account is [check number]. This letter of guarantee will be valid until [Date].

Signed by [Bank Representative]

Title