

# Bank Letter of Guarantee Requirements

Checks are accepted only with a bank letter of guarantee. The letter of guarantee must meet these requirements:

- Must be written on bank letterhead
- The 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 bidder
- The letter must state the bidder's name. The check must have the same name printed on it.
- The letter must state the account number on which the check is to be drawn. The check must be drawn on this same account.
- The letter must state the maximum amount for which the bank will guarantee. The check must not be written for more than is guaranteed by the bank.
- The letter must state an ending date after which the guarantee will expire.
- The letter must be signed by a bank officer.

## Sample Bank Letter of Guarantee

(DATE OF LETTER)

Northeast Texas Antiques & Auctions  
827 S. Main  
Winnsboro, TX 75494

RE: (BIDDER'S NAME)

This letter shall serve as your notification that (BANK NAME) will irrevocably honor and guarantee payment of any check(s) written by (BIDDER'S NAME), up to the amount of (AMOUNT GUARANTEED), drawn on account number (ACCOUNT NUMBER).

This guarantee applies to purchases made in connection with your auction to be held on or about August 22, 2015. This letter of guarantee is valid until (AT LEAST 15 DAYS FOLLOWING AUCTION). No stop payment will be issued. If further information is needed, please contact this office.

Sincerely,  
(Bank Officer Signature)  
(Bank Officer Name)  
(Bank Officer Title)  
(Bank Officer Phone Number)