

## Certification Checklist

**DOCUMENTATION ATTACHMENTS** – Please include appropriate documentation with the application and please indicate which documents are attached. The documentation required for certification is listed below, but is not limited to:

### **ALL BUSINESSES ARE REQUIRED TO SUBMIT:**

- Fictitious Business Statement - DBA (*if applicable*)
- Proof of U.S. Citizenship (passport, birth certificate, driver's license and voter's registration card)
- Proof of Ethnicity for Owner(s), Partners, Shareholders (passport, birth certificate)
- Two Years of Federal Tax Returns (Business)<sup>\*1</sup>
- Financial Statements (P & L), statement of cash flows, balance sheet, income statement)<sup>\*2</sup>
- Notes Payable (*if any*)
- Applicable Operating Business License and/or permits
- Lease Agreement
- Signature page of homeowners deed or mortgage receipt (*only if home based*)
- Resume(s) of owner(s), partners or shareholders
- Equipment Rental and Purchase Agreements (*if applicable*)
- Current invoice receivables with proof of payment (at least two)
- Equipment owned or available (include description of equipment, year acquired, and current value)
- Proof of Bonding Capacity (*if applicable*)
- Bank Signature Card (or letter from bank identifying signatures on the account and type of account)
- Indian/Native Americans Blood Degree Certificate (i.e. tribal registry letter, tribal roll register number) [*if applicable*]
- Non-refundable processing fee (***based on gross annual sales, see page 7***)

### **PARTNERSHIPS SUBMIT:**

- Partnership Agreements
- Buy Out Rights
- Profit Sharing
- Proof of Capital Investment
- Certificate of limited partnership or certificate of formation
- Third-party agreements: management service agreements

### **LLCs SUBMIT:**

- Certificate of organization
- Articles of Organization or Certificate of Formation
- Operational Agreement
- Proof of Capital Investment
- Regulations or company agreement
- Articles of Amendment or Certificate of amendment
- Minutes of the organizational meeting or minutes of the meeting
- Minutes of the last meeting where officers were elected

### **Certification Checklist Continued**

- Copy of both sides of all certificates of ownership issued as well as the next consecutive certificate not issued or Copy of both sides of all membership unit certificates issued as well as the next consecutive certificate not issued
- Copy of ownership transfer ledger or copy of membership transfer ledger

#### **CORPORATIONS SUBMIT:**

- Article of Incorporation or Certificate of formation
- Articles of Amendment or Certificate of Amendment
- Certificate of Corporation
- Proof of Capital Investment
- Minutes of 1<sup>st</sup> Organizational Board Meeting
- Copies of both sides of all stock certificates issued as well as the next consecutive certificate not issued
- Current Stock Ledger
- Corporate Bylaws or Governing documents
- Proof of Stock Purchase
- Minutes of the last Board meeting
- Minutes of the last meeting where officers were elected

**\*1 Personal taxes if in business less than 1 year or if you do not file business tax returns.**