

MBE Certification Documentation Checklist

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, copy of original birth certificate, naturalization certificate)
- Proof of Ethnicity for Owner(s), Partners, Shareholders (passport, copy of original birth certificate-long form, parents birth/death certificate)
- Two Years of Federal Tax Returns (Business)*¹ Note: 1 year of personal tax returns if the business is less than one year or established within the current year. Acceptable Business Tax Forms(i.e.): Form 1040, Form 1040EX Form 1065, Form 1065F, Form 1120S, Form 1120A, additional K-1 Schedules must be included for each Shareholder/Partner. If you've filed an extension, provide the extension and the two previous years of tax returns. Year 2 of taxes is not required for sole proprietors that are newly established businesses that are less than one year or established within the current year.
- Current Financial Statements (P&L, statement of cash flows, balance sheet) must be prepared in GAAP Standard. All financial documents must be signed by principal.
- Notes Payable (if any)
- Applicable Operating Business License and/or permits
- Current Business Lease Agreement(s) for virtual office, executive suites, store fronts, lease or rented (If home based, submit Security Deeds, Title Deed, Property Taxes and/or Lease Agreement)
- Current Resume, LinkedIn Profile or Bio, of owner(s), partners, or shareholders (to include current enterprise, education and the definition of role within)
- Equipment Rental and Purchase Agreements (if applicable)
- Proof of Federal EIN # (Any letter from IRS with EIN listed)
- Current invoice receivables with proof of payment (at least two)
- Equipment owned or available (include description of equipment, year acquired, and current value)
- Bank Signature Card (or letter from bank listing companies name and authorized signers name)
- Trust Agreement (if applicable)
- Certificate of Authority to Transact Business (if applicable)
- Indian/Native Americans Blood Degree Certification (tribal registry, etc.)
- Declaration of Certification of Minority Status (Must be Signed by all owners)

FRANCHISES SUBMIT:

- Franchise Agreement

PARTNERSHIPS SUBMIT:

- Partnership Agreements
- Buy Out Rights
- Profit Sharing
- Proof of Capital Investment (i.e. both side of cancelled checks, equipment receipts, initial deposits, bank statements)
- Third-party agreements: management service agreements
- Certificate of limited partnership or certificate of formation

LLCs SUBMIT:

- Assumed Name Certificate (filed with the Secretary of State) - if applicable
- Certificate of organization
- Articles of Organization or Certificate of Formation (stamped copy from the Secretary of State)
- Articles of Amendment or Certificate of amendment (if applicable)
- Operating Agreement
- Proof of Capital Investment (i.e. both side of cancelled checks, equipment receipts, initial deposits, bank statements)
- Minutes of the organizational meeting or minutes of the meeting (if applicable)
- Minutes of the last meeting where members were identified and elected (if applicable)
- Copy of ownership transfer ledger or copy of membership transfer ledger (if applicable)
- Copy of any membership unit options or other ownership options outstanding as well as agreements which restrict ownership or control of minority owners (if applicable)
- Proof of unit purchase (i.e. both sides of cancelled checks, deposit slips, bank statements)

CORPORATIONS SUBMIT:

- Assumed Name Certificate (filed with the Secretary of State) - if applicable
- Certificate of Corporation
- Article of Incorporation or Certificate of formation (stamped copy from the Secretary of State)
- Articles of Amendment or Certificate of Amendment – if applicable
- Proof of Capital Investment (i.e. both side of cancelled checks, equipment receipts, initial deposits, bank statements)
- Minutes of 1st Organizational Board Meeting
- Minutes of the last Board meeting
- Minutes of the last meeting where officers were elected

- Copies of both sides of all stock certificates issued as well as the next consecutive certificate not issued
- Current Stock Ledger
- Proof of Stock purchase (i.e. both sides of cancelled checks, deposit slips, bank statements)
- Copy of any stock options or other ownership options outstanding as well as agreements which restrict ownership or control of minority owners

***¹1 year of personal taxes if in business less than 1 year or if you do not file business tax returns.**

***²Financial statements must be prepared according to GAAP standards (Generally Accepted Accounting Principles) and signed by the President.**

IMPORTANT NOTE: Please submit only required documents in chronological order. The submission of a neatly organized application accompanied with the required documents will expedite the processing of your application. Please provide an explanation for any documentation you cannot provide.

Incomplete applications will promptly be returned.