

ALL BUSINESSES ARE REQUIRED TO SUBMIT:

- Fictitious Business Statement (also known as a DBA statement) (if applicable)
- Proof of Identity for all Owners (color copy of valid a Driver's License)
- Proof of U.S. Citizenship for all Owners, Partners, Shareholders (valid U.S. Passport, Naturalization Certificate or U.S. Birth Certificate) (if documents are in different language other than English, items must be translated and notarized)
- Proof of Ethnicity for all Owner(s), Partners, Shareholders (live birth record/document that CLEARLY shows race or ethnicity. (If documents are in a different language other than English, items must be translated and notarized)

(May also require mother or father AND grandmother or grandfather birth record or death record)
- Two years company Federal Tax Returns (including all schedules) Forms 1040, 1065, 1065F, 1120, 1120S

If in business less than 1 year provide: 2 years Personal Federal Return with schedules

If in business between 1 – 2 years provide: 1 year Business Federal Return/ 1 year Personal Federal Return with schedules)
- Signed by the President/CEO Financial Statements to include Cash Flow, Balance Sheet, Income statements (*From January until the application submission date*) Per the Generally Accepted Accounting Principles - GAAP
- Signed Notes Payable documents (if any)
- Occupational License and/or Local Business Tax Receipt (Issued by Tax Collector – also for home-based or 1 person business)
- Applicable Operating Business License and/or Permits
- Signed Business Location Lease Agreements (Home-based, copy of property tax statement, Warranty, Security or Title Deed, Lease Agreement)
- Current Resume(s) of all Owner(s), Partners, and Shareholders (include current company, education, training, employment)
- Signed Equipment Rental and Purchase Agreements (if applicable)
- Two or Three Paid Invoices that support the companies services being provided – upload into a Miscellaneous Category
- Client List or Work History for the past three years with name and type of work performed. Start-ups should provide list of prospective customers and/or Letters of Intent from potential customers
- Equipment owned or available (include description of equipment, year acquired, and current value)
- Proof of Bonding Capacity (if applicable)

- Bank Signature Card copy (or letter from bank indicating account name, number and account signers.
- Declaration of Minority Status – found in the application – all Owners must sign and have their signatures notarized
- Indian/Native Americans Blood Degree Certificate (tribal registry letter, tribal roll register number) [if applicable]
- History of How/Why the Company Was Established – upload into a Miscellaneous Category
- Appropriate Non-Refundable Application Processing Fee

SUBMIT THE ADDITIONAL DOCUMENTS BASED ON THE BUSINESS STRUCTURE:

LLCs SHOULD ALSO SUBMIT: (INCLUDING SINGLE MEMBER LLCs)

- Minutes of 1st Organizational Members Meeting (template can be found on Google)
- Minutes of the Last Meeting (template can be found on Google)
- Minutes of the Last Meeting where Members were identified and elected (if not at the 1st meeting)
- Member Unit Certificate Copy (front and back) plus the next consecutive blank certificate (a Certificate template can be found on Google)
- Current LLC Member Unit Ledger Book (a Ledger template can be found on Google)
- Articles of Organization (from Secretary of State)
- Articles of Amendments (if applicable)
- Operational Agreement (identifies how company will operate)
- Certificate of Organization (from Secretary of State)
- Proof of Initial Capital Investment (where did the funds come from to start the company - (i.e. both sides of cancelled checks, equipment receipt, initial deposits, bank statements)
- Proof of Member Unit(s) Purchased (where did the funds come from to buy ownership – i.e. both sides of cancelled checks, initial deposits, bank statements)
- Certificate of Foreign Business Authority (if applicable)

PARTNERSHIPS/LIMITED LIABILITY PARTNERSHIPS SHOULD ALSO SUBMIT:

- LLP or Partnership Agreements
- Buy Out Rights
- Profit Sharing
- Current Partnership
- General/LLP Corporate Documents (for LLPs)

- Third-party agreements: management service agreements
- Proof to support the value of the Capital Investment (front and back copies of where the money came from)

S OR C CORPORATIONS SHOULD ALSO SUBMIT: (INCLUDING SINGLE SHAREHOLDER CO.)

- Article of Incorporation (from Secretary of State)
- Certificate of Corporation (from Secretary of State)
- Articles of Amendment (if applicable)
- Minutes of 1st Organizational Board Meeting
- Minutes from Last Board Meeting
- Minutes of the Last Meeting where officers were elected
- Stock Certificates Copy (front and back) plus the next consecutive blank certificate (front and back)
- Current Stock Ledger (template can be found on Google)
- Corporate Bylaws
- Proof of Capital Investment (where did the funds come from to start the company) – both sides of cancelled checks, equipment receipts, initial deposits, bank statements
- Proof to Stock Purchase (where did the funds come from to buy ownership) – both sides of cancelled checks, initial, deposits, bank statements

SOLE PROPRIETORSHIPS SHOULD ALSO SUBMIT:

- Proof of the Capital Investment (where did the funds come from to start the company) – both sides of cancelled checks, initial deposits, bank statements
- Fictitious Business Statement (also known as a DBA statement)