

# GTMBC MINORITY/WOMEN/HUB/SMALL/DBE/VETERAN APPLICATION CHECK LIST

## SOLE PROPRIETOR/CORPORATION/LLC - REQUIRED DOCUMENTATION FOR CERTIFICATION

Business Name:

Date: 00/00/00

**SECTION A: Submit CLEAR READABLE COPIES of the following original documents indicated (☒) below.**

1. Proof of Veteran Service Owner(s) "Y" \_\_\_ "N" \_\_\_. If Yes, Gov. Form DD214, Certificate of Release/Discharge From Active Duty, required. Proof of U.S. Citizenship/ethnicity of eligible applicants. Proof may be a Birth Certificate or U.S. Citizenship/Immigration Services' Certificate of Citizenship Of Naturalization or Tribal Registration Certificate recognized by the Bureau of Indian Affairs. (Tribal Registration Certificates apply to Native Americans only.) Certification Application **If not applicable, check this box.**
2. Official photo identification for all eligible applicants. Official photo identification may be in the form of a valid state of U.S.A. Driver License/ID **or** the U.S. Citizenship and Immigration Services' Certificate of Citizenship/Naturalization **or** the Tribal Registration ID Card of an entity recognized by the Bureau of Indian Affairs. (Tribal Registration ID Cards are applicable to Native Americans only.)
3. Proof of U.S.A. residency for all eligible applicants. Proof of U.S.A. residency may be in the form of a valid state of U.S.A. Driver License/ID **or** a valid state of U.S.A. Voter's Registration Card **or** a current state of U.S.A. County Appraisal District's Property (Homestead) Tax Statement.
4. Federal income tax return Form 1120 or 1120S, **including all Schedules** most recently filed with the Internal Revenue Service (IRS) for the business. If this firm is a new business that has **not** filed a federal income tax return with the IRS, the eligible applicants are required to complete the Affidavit of Ownership and Business Balance Sheet form and provide proof of issuance of the federal Employer Identification Number you provided in Item 1 of your HUB Certification Application **If not applicable, check this box.**
5. Employer's quarterly reports (i.e., U.S.A. Workforce Commission's Form C-3 and C-4) filed for the 1<sup>st</sup> , 2<sup>nd</sup> , 3<sup>rd</sup>  and 4<sup>th</sup>  quarters of the most recent year the business has filed a federal income tax return with the IRS. **If not applicable, check this box.**
6. Articles of Incorporation/Formation, including amendments verifying that your business is registered with the Secretary of State (SOS).
7. Certificate of Incorporation/Formation, including amendments issued to the business from the SOS. Note: If your business operates under a name that is different than the name identified in your Articles of Incorporation/Formation, you will need to provide proof of the name's registration with the SOS.
8. All stock certificates currently issued to all owners/shareholders.
9. Current Stock Issuance/Transfer Ledger [sample available upon request or on-line.
10. Current signed minutes of the Board of Directors meeting organizational/initial meeting **and** the Shareholders organizational/initial meeting.
11. Current signed minutes of all the Board of Directors meetings **and** Shareholders meetings held within the last 12-24 months. The minutes must identify all the Individuals currently serving on the Board of Directors **and** serving as the corporate officers. **If not applicable, check this box.**
12. Signed Corporate Bylaws, including all current amendments.
13. Signed Shareholders Agreement, including all current amendments. **If not applicable, check this box.**
14. Current bank signature card **or** a signed letter from the business' banking institution identifying the 1) business name, 2) primary checking account number and 3) All individuals who are recognized as authorized signatures on the account.
15. Current signed business loan agreements and promissory notes. **If not applicable, check this box.**
16. Current professional licenses and permits. **If not applicable, check this box.**
17. Current signed business site lease agreement, w/amendments/renewals. If you are the owner of the property on which the business operates with no formal written lease agreement; you are required to provide a copy of the current county/parish tax appraisal form. **If not applicable, check this box.**
18. Detailed explanation of any other employment and/or business ownership of individuals and business entities with an ownership interest in your business. **If not applicable, check this box.**
19. Detailed explanation if your business or any of its owners have ever been denied certification as a minority- or woman-owned business and/or denied certification As a disadvantaged business enterprise by another organization. **If not applicable, check this box.**

**IF YOUR BUSINESS STRUCTURE IS A CORPORATION/LLC, RETURN A COPY OF THIS CHECKLIST WITH YOUR DOCUMENTS**

Thank you for your interest in the GTMBC Minority/Women/HUB/Small/DBE/VET Certification Program. questions, please contact:

**Golden Triangle**

**Minority Business Council, Inc.**

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