



GENESIS PREFERRED SOLUTIONS

Certification Experts

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CHECKLIST

MBE, WBE, DBE, HUB, VBE, SDVBE ACDBE (airport concessions) and SBEC (DFW airport concessions only)

CERTIFICATION APPLICATION MANDATORY OR REQUIRED SUPPORTING DOCUMENTS

The below documents are **MANDATORY** and must accompany any certification application.

ALL APPLICANTS MUST PROVIDE THE FOLLOWING ITEMS:

- _____ Proof of U.S. Citizenship/Permanent Resident Status & Ethnicity (Birth Certificate must show ETHNICITY,)
- _____ Current resumes, for all owners and officers (include YOUR business/job description)
- _____ W2's for the Past 3 years of all Officers/Manager/Members of firm
- _____ Personal tax returns for the past three years, for each owner ****SIGNED****
- _____ Firm's tax returns (gross receipts) and all related schedules for the past three years ****SIGNED** if applicable**
- _____ Proof of contributions used to acquire business (receipt or cnx check). ***This amount must match your Operating Agreement**
- _____ Any signed loan agreements, (i.e., vehicle, SBA, Bank), **if applicable**
- _____ Lease/Rental Agreement (mortgage document) WHERE YOU OPERATE YOUR OFFICE, office, etc.
- _____ List of equipment (i.e. 1 HP computer =\$300; office furniture =\$800). **Include **Vehicle Registrations****
- _____ Detailed description of your business (in a WORD document)
- _____ Assumed name certificate with stamp approval date **if applicable**
- _____ Documented proof of any transfers of assets to/from your its owners **if applicable**
- _____ Year-end balance sheets and income statements for the three years **if applicable**
- _____ All relevant licenses, license renewal forms, permits, **if applicable**
- _____ DENIALS of any DBE, MBE, WBE and SBA 8(a) or SDB certifications, **if applicable**
- _____ Bank authorization and signatory cards
- _____ Schedule of salaries (or compensation) paid to all officers, managers, owners, **(if applicable)**
- _____ Trust agreements held by any owner claiming disadvantaged status, if any **if applicable**
- _____ Driver's License (enlarged to 125%)
- _____ Three (3) References (name, telephone, How much \$\$ in business with them)
- _____ Three (3) months Business Bank Statements (if in business for 3 months)
- _____ EIN from IRS
- _____ Copies of at least two (2) Contracts **if applicable**
- _____ Proof of loan payments (i.e., loan auto loan) **if applicable**
- _____ Photographs of ALL ITEMS indicated on your LIST OF EQUIPMENT

PARTNERSHIP OR JOINT VENTURE

- _____ Original and any amended Partnership or Joint Venture Agreements **if applicable**

CORPORATION OR LLC

- _____ Official Articles of Incorporation - signed and sealed by a state official
- _____ Stock transfer ledger and both sides-of all corporate stock certificates
- _____ Shareholders' Agreement
- _____ Minutes of all stockholders and board of directors meetings
- _____ Corporate by-laws and any amendments
- _____ Corporate bank resolution and bank signature card (s)
- _____ LLC - Official Certificate of Formation and Operating Agreement with amendments

TRUCKING COMPANIES

- _____ Insurance agreements for each truck owned or operated by your firm
- _____ Title(s) and registration certificate(s) for each truck owned or operated by your firm
- _____ List of U.S. DOT numbers for each truck owned or operated by your firm
- _____ Haul authority forms