



GENESIS PREFERRED SOLUTIONS
Certification Experts

CHECKLIST

MBE, WBE, DBE, HUB, VBE, SDVBE 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****
- _____ Documented proof of contributions used to acquire business (receipts or cnx check)
- _____ 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
- _____ 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)
- _____ DBE and SBA 8(a) or SDB certifications, denials, and/or de-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
- _____ 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)
- _____ Copy of invoice, email or letter to customer on YOUR letterhead
- _____ Copy cancelled check or highlighted bank statement of Lease/mortgage payment

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

- _____ Documented proof of ownership of the company

P.O. Box 201272, Arlington, TX 76010
(800) 718-2425 (office)
Email: Info@GenesisPreferred.com



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- _____ 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

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