



You must provide all of the REQUIRED documents. When in doubt, we'll let you know what is mandatory and what isn't.

CHECKLIST

certifications: MBE/WBE/SBE/DBE/HUB



CORPORATE DOCUMENTS

- Assumed Name Certificate
- Certificate of Filing + Certificate of Formation
- Certificate of Amendment (if any)
- Articles, Bylaws, Banking Resolutions
- Stock Certificates + Ledger
- Operating Agreement (LLC only)
- Member Certificates (LLC only)
- Capital Contribution proof (LLC only)
- Spousal Agreement (if applicable)

PERSONAL DOCUMENTS

- Birth Certificate showing ethnicity (all owners) or US Resident Card (all owners)
- 3 yrs. Personal Tax Returns (all owners)
- Drivers License (all owners)
- Resume (all owners)-you work for yourself
- List of Equipment (include all phones/vehicles)
- Vehicle Registration + Insurance
- License (trade) only if applicable
- Lease/Rent Agreement (if applicable)

BUSINESS DOCUMENTS

- 3yrs Biz Tax Returns (or applicable years)
- Bank Signature Card
- 2-3 Contracts (or invoice w/scope of work)
- 3yrs Year End Balance Sheet (if applicable)
- 3 yrs Schedule Salaries (if applicable)
- 3 References (name, telephone, email)
- Business description
- All Loan/Vehicle agreements
- Lease Agreement (Biz operations)
- Storage Agreement (if applicable)

ANCILLARY DOCUMENTS

- 3 months Current Biz Bank Statements
- US DOT # + MC Carrier # (if applicable)
- Photos of all equipment
- Partnership Agreement (if applicable)
- EIN letter from IRS