



## M/WBE CERTIFICATION CHECKLIST

All documents are **MANDATORY**  
unless otherwise notified.

*Certain documents may not be applicable. Upon review, we will notify you if documents are missing or whether additional information is needed*

### ANCILLARY

- 3 mos. Biz Bank Statements
- US DOT/MC Numbers (if appl)
- Spousal Agreement (if appl)
- EIN letter from IRS
- Partnership Agreement (if appl)

### BUSINESS

- 3yrs. Biz Tax Returns (appl years)
- Bank Signature Card
- 2-3 Contracts (or invoices)
- 3yrs. Balance Sheet (if appl)
- 3yrs. Schedule of Salaries (if appl)
- 3 References (name/tele#)
- Business Description
- All Loans/Vehicle Loans
- Lease Agreement
- Storage Agreement (if appl)

### CORPORATE

- Certificate Filing/Formation
- Amendments (if necessary)
- Articles/Bylaws, Bank Resolutions
- Stock Certificate & Ledger
- Operating Agreement (LLC)
- Member Certificate (LLC)
- Cap. Contribution (LLC)
- Minutes (first/current years)

### PERSONAL

- Birth Certificate w/Ethnicity
- 3yrs. Personal Tax Returns
- Drivers License (all owners)
- Resume (all owners)
- List + Value of Equipment
- Vehicle Registration + Insurance
- W2 (past employers)