

Business Certification Document Checklist

Below is a checklist of the documents required to complete your certification application with Florida's Department of Management Services, which can be accessed by visiting www.vendor.myfloridamarketplace.com. If there is anything you're missing, don't worry—in many cases, supplemental documents or signed statements can be provided instead.

No	Documents	✓
01	Minority/Woman Status 1A) Designation Statement (Provided & notarized by Grants 4 U)	
02	Florida Residency (for ALL owners) 2A) Declaration of Domicile (Provided & notarized by Grants 4 U) 2B) Florida Driver's License (Front & Back)	
03	Ownership Proof 3A) Articles of Incorporation/Organization (You can get this from Sunbiz) OR Operating or Partnership Agreement (If multiple owners)	
04	Management Information 4A) Resume(s) for each owner (Include business name + owner/CEO duties)	
05	Small Business Verification <i>Disregard 5C if your company is younger than 2 years old</i> 5A) Sunbiz Registration (screenshot of Sunbiz business listing or latest annual report) 5B) Payroll Documents (W-2s, payroll summary showing owners/employees) <ul style="list-style-type: none"> If no payroll, Grants 4 U will help write a statement explaining why 5C) Business Financial Statements (Profit & Loss or Balance Sheets) OR Last 2 Years of Federal Tax Returns (Business or Schedule C) <ul style="list-style-type: none"> If no financial statements, another form will be provided and notarized by G4U 	
06	Proof of Business Activity 6A) A Copy of a Recent Quote, Receipt, Contract or Invoice that your company has given to a customer <ul style="list-style-type: none"> Another form will be provided and notarized by Grants 4 U if you do not have any of the above 	
07	Licensing Requirements 7A) Professional License (If your industry requires it; construction, food, HVAC, etc.) 7B) Local Business Tax Receipt or Certificate of Use (Required if you have an office) <ul style="list-style-type: none"> If no licenses, Grants 4 U will help write a statement explaining why 	