

## Certification | Sole Proprietorship Supporting Document Checklist

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To complete your inquiry, supporting documentation is required as it applies to your business. Applicants must mail **copies** of the pertinent documentation. Additional documentation may be requested during an onsite or phone review.

**PLEASE NOTE:** *Submit only copies, as no documents will be returned. Any items that are not applicable, submit a written statement declaring the reason. Failure to provide a statement will delay the processing of your application.*

### The following documents are required for the following applicants: **Sole Proprietorship**

- Proof of social disadvantage. Submit for at least one (1) of the following categories:
  - Category – Race or Gender. Submit proof of race, i.e., birth certificate (showing race) or parent's birth certificates (showing race), Federally recognized Tribal Membership Certificate and/or Bureau of Indian Affairs Role card (used to establish Native American race only);
  - Category – HUBZone Location. Submit confirmation listing;
  - Category – Physical/Mental Disability. Submit completed Disability Verification Form and a statement of or submission of documents that demonstrate personal experiences of substantial and chronic disadvantage not common to other business enterprises of similar type and location, and evidence of difficulty on entering or succeeding in the business world because of disadvantages such as limited access to education, unequal treatment in employment or promotional opportunities, limited access to credit or capital under commercially favorable circumstances or exclusion from business or professional organizations.
  - Category – Geographic/Economic Isolation. Submit the following to prove ten years or more of continued recent residency.
    - Apartment rental receipts
    - Cancelled checks for rented property
    - Any document(s) establishing home ownership over time
    - Notarized statement from a governmental agency establishing residency
    - Cancelled checks for mortgage payments
    - Other acceptable document establishing ten years or more residency
- Proof of U.S. citizenship, i.e., passport, birth certificate, U.S. Certificate of Naturalization.
- Personal (Federal and State) tax returns, W-2s and/or 1099 forms for owner for the last two (2) years, including all schedules.

- Work resume(s) for owner that includes places of ownership/employment with corresponding dates, titles and responsibilities.
- Company year-end balance sheets and profit/loss statements for the last two (2) years (or life of company, if less than two years).
- Company account signature authorization card, corporation resolution or letter indicating authorized signer(s) for the account and date account opened on bank letterhead and signed by a representative of the issuing bank for all bank accounts.
- All relevant required professional licenses held in the name of the owner and those held in the company's name, i.e., CDL, construction specialty disciplines, architect, medical, etc.
- List of equipment and vehicles owned, purchased, leased, and/or rented with pertinent titles, registrations, purchase, lease and/or rental agreements.
- Company facility lease, rental or ownership documentation. If private residence, warranty deed or mortgage payment invoice.
- Any distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier.
- A recent signed contract completed or currently held; cancelled checks (to show proof of payment), purchase orders (received and sent) and invoices (received and sent) for the contract.
- Registered trade name or fictitious name statement signed by the Ohio Secretary of State.

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For additional information, contact the Equal Opportunity Division at 614.466.8380.

## Certification | Associations Supporting Document Checklist

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### The following documents are required for the following applicants: **Associations**

- Proof of social disadvantage. Submit for at least one (1) of the following categories:
  - Category – Race or Gender. Submit proof of race for all owner(s) (representing at least 51% ownership), i.e., birth certificate (showing race) or parent's birth certificates (showing race), Federally recognized Tribal Membership Certificate and/or Bureau of Indian Affairs Role card (used to establish Native American race only);
  - Category – HUBZone Location. Submit confirmation listing;
  - Category – Physical/Mental Disability. Submit completed Disability Verification Form and a statement of or submission of documents that demonstrate personal experiences of substantial and chronic disadvantage not common to other business enterprises of similar type and location, and evidence of difficulty on entering or succeeding in the business world because of disadvantages such as limited access to education, unequal treatment in employment of promotional opportunities, limited access to credit or capital under commercially favorable circumstances or exclusion from business or professional organizations.
  - Category – Geographic/Economic Isolation. Submit the following to prove ten years or more of continued recent residency.
    - Apartment rental receipts
    - Cancelled checks for rented property
    - Any document(s) establishing home ownership over time
    - Notarized statement from a governmental agency establishing residency
    - Cancelled checks for mortgage payments
    - Other acceptable document establishing ten years or more residency
  
- Proof of U.S. citizenship for all owner(s) (representing at least 51% ownership), i.e., passport, birth certificate, U.S. Certificate of Naturalization.

- Personal (Federal and State) tax returns, W-2s and/or 1099 forms for all owner(s) (representing at least 51% ownership) for the last two (2) years, including all schedules.
- Company (Federal) tax returns for the last two (2) years, including all related schedules. If in business for less than two (2) years, provide returns for all applicable years.
- Work resume(s) for all owner(s) that includes places of ownership/employment with corresponding dates, titles and responsibilities.
- Signed loan agreements between owner(s) of the company (both private and public), management consulting/advising contract or agreement, trusts agreements, company/personal and promissory notes (both private and public) for at least the last two (2) years.
- Company year-end balance sheets and profit/loss statements for the last two (2) years (or life of company, if less than two years).
- Company account signature authorization card, corporation resolution or letter indicating authorized signers for the account and date account opened on bank letterhead and signed by a representative of the issuing bank for all bank accounts.
- All relevant required professional licenses held in the name of the owner(s) and those held in the company's name, i.e., CDL, construction specialty disciplines, architect, medical, etc.
- List of equipment and vehicles owned, purchased, leased, and/or rented with pertinent titles, registrations, purchase, lease and/or rental agreements.
- Company facility lease, rental or ownership documentation. If private residence, warranty deed or mortgage payment invoice.
- Any distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier.
- A recent signed contract completed or currently held; cancelled checks (to show proof of payment), purchase orders (received and sent) and invoices (received and sent) for the contract.
- List of all active full-/part-time employees by name, position, rate of pay and length of service or a 941 Quarterly Report.
- List of salaries (or other compensation or remuneration) paid to all officer(s) and/or directors of the company for the last two (2) years.
- Official Articles of Incorporation
- Corporation Bylaws and/or Code of Regulations and any amendments
- Copy of stock certificates (both sides) issued by the company.

- Stock Transfer Ledger or Journal
- Stock subscription, purchase and buy-sell agreements
- Voting agreements and other equity interests including stock option agreements
- Documented proof of any transfers/advances of assets to/from the corporation and/or to/from any of its owner(s) for the last two (2) years.
- Minutes from the most recent fiscal year meeting of shareholders.
- Minutes from the most recent meeting of Board of Directors.

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## Certification | Corporation Supporting Document Checklist

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### The following documents are required for the following applicants: **Corporations**

- Proof of social disadvantage. Submit for at least one (1) of the following categories:
  - Category – Race or Gender. Submit proof of race for all owner(s) (representing at least 51% ownership), i.e., birth certificate (showing race) or parent's birth certificates (showing race), Federally recognized Tribal Membership Certificate and/or Bureau of Indian Affairs Role card (used to establish Native American race only);
  - Category – HUBZone Location. Submit confirmation listing;
  - Category – Physical/Mental Disability. Submit completed Disability Verification Form and a statement of or submission of documents that demonstrate personal experiences of substantial and chronic disadvantage not common to other business enterprises of similar type and location, and evidence of difficulty on entering or succeeding in the business world because of disadvantages such as limited access to education, unequal treatment in employment of promotional opportunities, limited access to credit or capital under commercially favorable circumstances or exclusion from business or professional organizations.
  - Category – Geographic/Economic Isolation. Submit the following to prove ten years or more of continued recent residency.
    - Apartment rental receipts
    - Cancelled checks for rented property
    - Any document(s) establishing home ownership over time
    - Notarized statement from a governmental agency establishing residency
    - Cancelled checks for mortgage payments
    - Other acceptable document establishing ten years or more residency
  
- Proof of U.S. citizenship for all owner(s) (representing at least 51% ownership), i.e., passport, birth certificate, U.S. Certificate of Naturalization.

- Personal (Federal and State) tax returns, W-2s and/or 1099 forms for all owner(s) (representing at least 51% ownership) for the last two (2) years, including all schedules.
- Company (Federal) tax returns for the last two (2) years, including all related schedules. If in business for less than two (2) years, provide returns for all applicable years.
- Work resume(s) for all owner(s) that includes places of ownership/employment with corresponding dates, titles and responsibilities.
- Signed loan agreements between owner(s) of the company (both private and public), management consulting/advising contract or agreement, trusts agreements, company/personal and promissory notes (both private and public) for at least the last two (2) years.
- Company year-end balance sheets and profit/loss statements for the last two (2) years (or life of company, if less than two years).
- Company account signature authorization card, corporation resolution or letter indicating authorized signers for the account and date account opened on bank letterhead and signed by a representative of the issuing bank for all bank accounts.
- All relevant required professional licenses held in the name of the owner(s) and those held in the company's name, i.e., CDL, construction specialty disciplines, architect, medical, etc.
- List of equipment and vehicles owned, purchased, leased, and/or rented with pertinent titles, registrations, purchase, lease and/or rental agreements.
- Company facility lease, rental or ownership documentation. If private residence, warranty deed or mortgage payment invoice.
- Any distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier.
- A recent signed contract completed or currently held; cancelled checks (to show proof of payment), purchase orders (received and sent) and invoices (received and sent) for the contract.
- List of all active full-/part-time employees by name, position, rate of pay and length of service or a 941 Quarterly Report.
- List of salaries (or other compensation or remuneration) paid to all officer(s) and/or directors of the company for the last two (2) years.
- Official Articles of Incorporation
- Corporation Bylaws and/or Code of Regulations and any amendments
- Copy of stock certificates (both sides) issued by the company.

- Stock Transfer Ledger or Journal
- Stock subscription, purchase and buy-sell agreements
- Voting agreements and other equity interests including stock option agreements
- Documented proof of any transfers/advances of assets to/from the corporation and/or to/from any of its owner(s) for the last two (2) years.
- Minutes from the most recent fiscal year meeting of shareholders.
- Minutes from the most recent meeting of Board of Directors.

***Please Note:*** Please submit only copies; no documents will be returned. **Any items that are not applicable, submit a statement stating why.** *Failure to provide a statement, will delay the processing of your application.*

For additional information, contact the Equal Opportunity Division at 614.466.8380.

## Certification | Limited Liability Company Supporting Document Checklist

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To complete your inquiry, supporting documentation is required as it applies to your business. Applicants must mail **copies** of the pertinent documentation. Additional documentation may be requested during an onsite or phone review.

**PLEASE NOTE:** *Submit only copies, as no documents will be returned. Any items that are not applicable, submit a written statement declaring the reason. Failure to provide a statement will delay the processing of your application.*

### These documents are required for the following applicants: **Limited Liability Company**

- Proof of social disadvantage. Submit for at least one (1) of the following categories:
  - Category – Race or Gender. Submit proof of race for all owner(s) (representing at least 51% ownership), i.e., birth certificate (showing race) or parent's birth certificates (showing race), Federally recognized Tribal Membership Certificate and/or Bureau of Indian Affairs Role card (used to establish Native American race only);
  - Category – HUBZone Location. Submit confirmation listing;
  - Category – Physical/Mental Disability. Submit completed Disability Verification Form and a statement of or submission of documents that demonstrate personal experiences of substantial and chronic disadvantage not common to other business enterprises of similar type and location, and evidence of difficulty on entering or succeeding in the business world because of disadvantages such as limited access to education, unequal treatment in employment of promotional opportunities, limited access to credit or capital under commercially favorable circumstances or exclusion from business or professional organizations.
  - Category – Geographic/Economic Isolation. Submit the following to prove ten years or more of continued recent residency.
    - Apartment rental receipts
    - Cancelled checks for rented property
    - Any document(s) establishing home ownership over time
    - Notarized statement from a governmental agency establishing residency
    - Cancelled checks for mortgage payments
    - Other acceptable document establishing ten years or more residency
  
- Proof of U.S. citizenship for all owner(s) (representing at least 51% ownership), i.e., passport, birth certificate, U.S. Certificate of Naturalization.

- Personal (Federal and State) tax returns, W-2s and/or 1099 forms for all owner(s) (representing at least 51% ownership) for the last two (2) years, including all schedules.
- Company (Federal) tax returns for the last two (2) years, including all related schedules. If in business for less than two (2) years, provide returns for all applicable years.
- Work resume(s) for all owner(s) that includes places of ownership/employment with corresponding dates, titles and responsibilities.
- Signed loan agreements between owner(s) of the company (both private and public), management consulting/advising contract or agreement, trusts agreements, company/personal and promissory notes (both private and public) for at least the last two (2) years.
- Company year-end balance sheets and profit/loss statements for the last two (2) years (or life of company, if less than two years).
- Company account signature authorization card, corporation resolution or letter indicating authorized signers for the account and date account opened on bank letterhead and signed by a representative of the issuing bank for all bank accounts.
- All relevant required professional licenses held in the name of the owner(s) and those held in the company's name, i.e., CDL, construction specialty disciplines, architect, medical, etc.
- List of equipment and vehicles owned, purchased, leased, and/or rented with pertinent titles, registrations, purchase, lease and/or rental agreements.
- Company facility lease, rental or ownership documentation. If private residence, warranty deed or mortgage payment invoice.
- Any distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier.
- A recent signed contract completed or currently held; cancelled checks (to show proof of payment), purchase orders (received and sent) and invoices (received and sent) for the contract.
- List of all active full-/part-time employees by name, position, rate of pay and length of service or a 941 Quarterly Report.
- Current Certificate of Registration signed by the Ohio Secretary of State.
- Current Official Articles of Organization and/or Membership Interest Roster (to include name, title and ownership percentage).
- Current Operating Agreement and any amendments (if applicable).
- Current meeting minutes indicating current membership (if applicable).

- Documented proof of any transfers/advances of assets to/from the company and/or to/from any of its owner(s) for the last two (2) years.
- List of salaries (or other compensation or remuneration) paid to all current officer(s) and director(s) of the company for the last two (2) years.

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For additional information, contact the Equal Opportunity Division at 614.466.8380.

## Certification | Partnership Supporting Document Checklist

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### The following documents are required for the following applicants: **Partnership**

- Proof of social disadvantage. Submit for at least one (1) of the following categories:
  - Category – Race or Gender. Submit proof of race for all partner(s) (representing at least 51% ownership), i.e., birth certificate (showing race) or parent's birth certificates (showing race), Federally recognized Tribal Membership Certificate and/or Bureau of Indian Affairs Role card (used to establish Native American race only);
  - Category – HUBZone Location. Submit confirmation listing;
  - Category – Physical/Mental Disability. Submit completed Disability Verification Form and a statement of or submission of documents that demonstrate personal experiences of substantial and chronic disadvantage not common to other business enterprises of similar type and location, and evidence of difficulty on entering or succeeding in the business world because of disadvantages such as limited access to education, unequal treatment in employment of promotional opportunities, limited access to credit or capital under commercially favorable circumstances or exclusion from business or professional organizations.
  - Category – Geographic/Economic Isolation. Submit the following to prove ten years or more of continued recent residency.
    - Apartment rental receipts
    - Cancelled checks for rented property
    - Any document(s) establishing home ownership over time
    - Notarized statement from a governmental agency establishing residency
    - Cancelled checks for mortgage payments
    - Other acceptable document establishing ten years or more residency
  
- Proof of U.S. citizenship for all partner(s) (representing at least 51% ownership), i.e., passport, birth certificate, U.S. Certificate of Naturalization.

- Personal (Federal and State) tax returns, W-2s and/or 1099 forms for all partner(s) (representing at least 51% ownership) for the last two (2) years, including all schedules.
- Company (Federal) tax returns for the last two (2) years, including all related schedules. If in business for less than two (2) years, provide returns for all applicable years.
- Work resume(s) for all partner(s) that includes places of ownership/employment with corresponding dates, titles and responsibilities.
- Signed loan agreements, security agreements, bonding forms, trusts agreements, company/personal and promissory notes (both private and public) for at least the last two (2) years.
- Company year-end balance sheets and profit/loss statements for the last two (2) years (or life of company, if less than two years).
- Company account signature authorization card, corporation resolution or letter indicating authorized signer(s) for the account and date account opened on bank letterhead and signed by a representative of the issuing bank for all bank accounts.
- All relevant required professional licenses held in the name of the partner(s) and those held in the company's name, i.e., CDL, construction specialty disciplines, architect, medical, etc.
- List of equipment and vehicles owned, purchased, leased, and/or rented with pertinent titles, registrations, purchase, lease and/or rental agreements.
- Company facility lease, rental or ownership documentation. If private residence, warranty deed or mortgage payment invoice.
- Any distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier.
- List of all active full-/part-time employees by name, position, rate of pay and length of service or a 941 Quarterly Report.
- Partnership/Statement of Partnership Authority signed by the Ohio Secretary of State.
- Partnership Agreement
- List of salaries (or other compensation or remuneration) paid to all current officer(s) and director(s) of the company for the last two (2) years.

***Please Note:*** Please submit only copies; no documents will be returned. ***Any items that are not applicable, submit a statement stating why.*** *Failure to provide a statement, will delay the processing of your application.*

For additional information, contact the Equal Opportunity Division at 614.466.8380.