**Supporting Document Recertification Checklist for the**

**Minority Business Enterprise and**

**Encouraging Diversity, Growth, and Equity Programs**

In addition to completing your application for recertification into the Minority Business Enterprise (MBE) or Encouraging Diversity, Growth, and Equity (EDGE) programs on the [Ohio Business Gateway](https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc/Login?ReturnUrl=%2fOBG%2fMembership%2fHome.mvc%2fIndex#MainContainer), the following supporting documentation is required to finish processing your application. Please note that the list below is not necessarily exhaustive; **you may be asked to submit additional documentation if the State Equal Employment Opportunity Coordinator believes it is necessary**.

You may submit all applicable documentation either by email at [das-eod.bccu@das.ohio.gov](mailto:das-eod.bccu@das.ohio.gov) or fax at 614-728-5628 (Attn: Business Certification and Compliance Unit).

**Documents will not be returned**, so please submit **copies only**. If you believe any requested document is inapplicable or not available, please submit a written statement explaining why the document is not applicable or available**. Failure to submit required documentation or provide a written statement may be cause to deny your application.**

*Please note:* Our servers have limitations on the size of attachments.  When emailing documents, the maximum attachment size is 60 MB per email.  If the attachments per email exceed this size limit, the server will reject the email, and not give you any notice. If the attachment size will exceed 60 MB, please send via multiple emails (*i.e.,* 1 of 2, 2 of 2, etc.).

If you have any questions, please contact the Equal Opportunity Division of the Ohio Department of Administrative Services at 614-466-8380.

# Recertification Process

1. **Continued Membership in a Disadvantaged Group** – Please submit at least one of the following:

Affidavit Verifying Certification Eligibility (Attachment A)

*For those applying to the EDGE program based on the business’s ownership being a person with a disability, please also submit the following:*

* Disability Verification Form

1. Please select the applicable business structure to review what supporting documentation is required to process your MBE or EDGE recertification application.

## **Sole Proprietor**

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| For those applying to the MBE and/or EDGE programs, the following documents also required: | |
|  | Complete personal federal tax returns Form 1040,1040A, or 1040EZ including pertinent W-2s and 1099s for the last three tax years for the owner |
|  | Business taxes to include Schedules C or C-EZ and E for the last three tax years or the life of the business (whichever is shorter) |
|  | Balance sheet for most recent completed fiscal year |
|  | Most recent Annual IncomeStatement |
|  | Most recent Cash Flow Statement |
|  | Most recent Profit and Loss Statement |
| For those applying to the EDGE program, the following documents are *also* required: | |
|  | Both:   * Employee listing that includes the employees’ home addresses, and   either   * 941 Employer’s Quarterly Tax Return or * 943 Annual Federal Tax Return |
|  | Employee W-2s or 1099s for the most recent tax year |
|  | ***Unless a Business Activity Code Number is already included on the applicant business’s federal taxes*,** a statement, on the applicant business’s letterhead, indicating its appropriate North American Industry Classification System (NAICS) Code.   (The NAICS Codes are production-oriented codes that define establishments based on the activities in which they are primarily engaged. For a complete list of the codes, please click [here](https://www.ecfr.gov/cgi-bin/text-idx?SID=30a4948a6da80ec35da65771dc2f4e8a&mc=true&node=se13.1.121_1201&rgn=div8).) |

## **Partnerships**

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| For those applying to the MBE and/or EDGE programs, the following documents also required: | |
|  | Complete personal federal tax returns Form 1040,1040A, or 1040EZ including pertinent W-2s and 1099s for the last three tax years for the at least fifty-one percent eligible partner(s) |
|  | Business taxes to include Schedules K-1 and E for the last three tax years or the life of the business (whichever is shorter) |
|  | Balance sheet for most recent completed fiscal year |
|  | Most recent Annual IncomeStatement |
|  | Most recent Cash Flow Statement |
|  | Most recent Profit and Loss Statement |
| For those applying to the EDGE program, the following documents are *also* required: | |
|  | Both:   * Employee listing that includes the employees’ home addresses, and   either   * 941 Employer’s Quarterly Tax Return or * 943 Annual Federal Tax Return |
|  | Employee W-2s or 1099s for the most recent tax year |
|  | ***Unless a Business Activity Code Number is already included on the applicant business’s federal taxes*,** a statement, on the applicant business’s letterhead, indicating its appropriate North American Industry Classification System (NAICS) Code.   (The NAICS Codes are production-oriented codes that define establishments based on the activities in which they are primarily engaged. For a complete list of the codes, please click [here](https://www.ecfr.gov/cgi-bin/text-idx?SID=30a4948a6da80ec35da65771dc2f4e8a&mc=true&node=se13.1.121_1201&rgn=div8).) |

## **Corporations**

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| For those applying to the MBE and/or EDGE programs, the following documents also required: | |
|  | Complete personal federal tax returns Form 1040,1040A, or 1040EZ including pertinent W-2s and 1099s for the last three tax years for the at least fifty-one percent eligible owner(s) |
|  | Business taxes to include Schedules K-1 and E (if applicable) and/or Form 1065, 1120, or 1120S for the last three tax years or the life of the business (whichever is shorter) |
|  | Balance sheet for most recent completed fiscal year |
|  | Most recent Annual IncomeStatement |
|  | Most recent Cash Flow Statement |
|  | Most recent Profit and Loss Statement |
| For those applying to the EDGE program, the following documents are *also* required: | |
|  | Both:   * Employee listing that includes the employees’ home addresses, and   either   * 941 Employer’s Quarterly Tax Return or * 943 Annual Federal Tax Return |
|  | Employee W-2s or 1099s for the most recent tax year |
|  | ***Unless a Business Activity Code Number is already included on the applicant business’s federal taxes*,** a statement, on the applicant business’s letterhead, indicating its appropriate North American Industry Classification System (NAICS) Code.   (The NAICS Codes are production-oriented codes that define establishments based on the activities in which they are primarily engaged. For a complete list of the codes, please click [here](https://www.ecfr.gov/cgi-bin/text-idx?SID=30a4948a6da80ec35da65771dc2f4e8a&mc=true&node=se13.1.121_1201&rgn=div8).) |

## **Limited Liability Companies**

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| For those applying to the MBE and/or EDGE programs, the following documents also required: | |
|  | Complete personal federal tax returns Form 1040,1040A, or 1040EZ including pertinent W-2s and 1099s for the last three tax years for the at least fifty-one percent eligible owner(s) |
|  | Business taxes to include Schedules K-1 and E (if applicable) and/or Form 1065, 1120, or 1120S for the last three tax years or the life of the business (whichever is shorter) |
|  | Balance sheet for most recent completed fiscal year |
|  | Most recent Annual IncomeStatement |
|  | Most recent Cash Flow Statement |
|  | Most recent Profit and Loss Statement |
| For those applying into the EDGE Program, the following documents are also required: | |
|  | Both:   * Employee listing that includes the employees’ home addresses, and   either   * 941 Employer’s Quarterly Tax Return or * 943 Annual Federal Tax Return |
|  | Employee W-2s or 1099s for the most recent tax year |
|  | ***Unless a Business Activity Code Number is already included on the applicant business’s federal taxes*,** a statement, on the applicant business’s letterhead, indicating its appropriate North American Industry Classification System (NAICS) Code.   (The NAICS Codes are production-oriented codes that define establishments based on the activities in which they are primarily engaged. For a complete list of the codes, please click [here](https://www.ecfr.gov/cgi-bin/text-idx?SID=30a4948a6da80ec35da65771dc2f4e8a&mc=true&node=se13.1.121_1201&rgn=div8).) |