**Supporting Document Checklist for the**

**Women Business Enterprise Program**

In addition to completing your application for certification into the Women Business Enterprise (WBE) program, 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.

# Standard Certification Process

1. **Citizenship** – Please submit at least one of the following:

Passport

Birth Certificate

Certificate of Naturalization

1. **Residency** – Please submit the following:

Last tax year’s State of Ohio tax return (Ohio IT 1040 or IT1040EZ) for the at least 51 percent owner(s)

1. **Membership in a Disadvantaged Group** – Please submit the following:

Birth Certificate

1. Please select the applicable business structure to review what supporting documentation is required to process your WBE application.

## **Sole Proprietor**

|  |  |
| --- | --- |
|  | Ohio Secretary of State Registration Certificate for reservation and filing of company name and business structure |
|  | Form 8832 (Entity Classification Election Form) or Form 2553 (Election by a Small Business Corporation Form) |
|  | IRS SS-4 Form |
|  | 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 |
|  | Schedules C or C-EZ and E for the last three tax years or the life of the business (whichever is shorter) |
|  | Either:   * Bank Signature Card or * A letter, on the bank’s letterhead, explaining who has signature authority for the company’s bank accounts |
|  | Copies of signed contracts with corresponding purchase orders, invoices (sent and received), receipts, and payments (sent and received) from the previous three years or the life of the business (whichever is shorter) |
|  | Distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier |
|  | Loans and security agreements, including bonds and company and personal promissory notes |
|  | Lockbox lease |
|  | List of certifications by other jurisdictions, agencies, or entities |
|  | Management agreements |
|  | Required license(s) held in the name of the owner and those held in the name of the company in order for the company to conduct business within the application scope |
|  | Balance sheet for most recent completed fiscal year |
|  | Bank statements for previous two years |
|  | Employee W-2s or 1099s |
|  | Equipment list (including vehicles) and associated title documents |
|  | Facility lease or ownership documentation (if private residence, warranty deed or mortgage payment invoice) |
|  | List of subcontractors or suppliers used and associated agreements |
|  | Most recent Annual Income Statement |
|  | Most recent Annual Cash Flow Statement |
|  | Most recent Profit and Loss Statement |
|  | Resume of owner |
|  | Service-level or service agreements |

## **Partnerships**

|  |  |
| --- | --- |
|  | Ohio Secretary of State Registration Certificate for reservation and filing of company name and business structure |
|  | Partnership Agreement |
|  | Form 8832 (Entity Classification Election Form) or Form 2553 (Election by a Small Business Corporation Form) |
|  | IRS SS-4 Form |
|  | 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 and/or Form 1065, 1120, or 1120S including pertinent K-1s for the last three years or the life of the company (whichever is shorter) |
|  | Either:   * Bank Signature Card or * A letter, on the bank’s letterhead, explaining who has signature authority for the company’s bank accounts |
|  | Copies of signed contracts with corresponding purchase orders, invoices (sent and received), receipts, and payments (sent and received) from the previous three years or the life of the business (whichever is shorter) |
|  | Distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier |
|  | Loans and security agreements, including bonds and company and personal promissory notes |
|  | Lockbox lease |
|  | List of certifications by other jurisdictions, agencies, or entities |
|  | Management agreements |
|  | Required license(s) held in the name of the owner(s) and those held in the name of the company in order for the company to conduct business within the application scope |
|  | Statement of Partnership Authority |
|  | Balance sheet for most recent completed fiscal year |
|  | Bank statements for most recent completed fiscal year |
|  | Equipment list (including vehicles) and associated title documents |
|  | Facility lease or ownership documentation (if private residence, warranty deed or mortgage payment invoice) |
|  | List of subcontractors or suppliers used and associated agreements |
|  | Most recent Annual Income Statement |
|  | Most recent Annual Cash Flow Statement |
|  | Most recent Profit and Loss Statement |
|  | Resume of each partner |
|  | Service-level or service agreements |

## **Corporations**

|  |  |
| --- | --- |
|  | Ohio Secretary of State Registration Certificate for reservation and filing of company name and business structure |
|  | Articles of Incorporation |
|  | Stock certificates (both sides) issued by the company |
|  | Stock journal or ledger |
|  | Form 8832 (Entity Classification Election Form) or Form 2553 (Election by a Small Business Corporation Form) |
|  | IRS SS-4 Form |
|  | 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) |
|  | Either:   * Bank Signature Card or * A letter, on the bank’s letterhead, explaining who has signature authority for the company’s bank accounts |
|  | Corporate Bylaws and/or Code of Regulations and any amendments |
|  | Copies of signed contracts with corresponding purchase orders, invoices (sent and received), receipts, and payments (sent and received) from the previous three years or the life of the business (whichever is shorter) |
|  | Distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier |
|  | Loans and security agreements, including bonds and company and personal promissory notes |
|  | Lockbox lease |
|  | List of certifications by other jurisdictions, agencies, or entities |
|  | Management agreements |
|  | Shareholders and Board of Directors Meeting Minutes |
|  | Required license(s) held in the name of the at least fifty-one percent eligible owner(s) and those held in the name of the company in order for the company to conduct business within the application scope |
|  | Balance sheet for most recent completed fiscal year |
|  | Bank statements for most recent completed fiscal year |
|  | Equipment list (including vehicles) and associated title documents |
|  | Facility lease or ownership documentation (if private residence, warranty deed or mortgage payment invoice) |
|  | List of subcontractors or suppliers used and associated agreements |
|  | Most recent Annual Income Statement |
|  | Most recent Annual Cash Flow Statement |
|  | Most recent Profit and Loss Statement |
|  | Resume of each owner |
|  | Service-level or service agreements |

## **Limited Liability Companies**

|  |  |
| --- | --- |
|  | Ohio Secretary of State Registration Certificate for reservation and filing of company name and business structure |
|  | Articles of Organization |
|  | Unit certificates |
|  | Unit journal or ledger |
|  | Form 8832 (Entity Classification Election Form) or Form 2553 (Election by a Small Business Corporation Form) |
|  | IRS SS-4 Form |
|  | 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) |
|  | Either:   * Bank Signature Card or * A letter, on the bank’s letterhead, explaining who has signature authority for the company’s bank accounts |
|  | Copies of signed contracts with corresponding purchase orders, invoices (sent and received), receipts, and payments (sent and received) from the previous three years or the life of the business (whichever is shorter) |
|  | Distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier |
|  | Loans and security agreements, including bonds and company and personal promissory notes |
|  | Lockbox lease |
|  | List of certifications by other jurisdictions, agencies, or entities |
|  | Management agreements |
|  | Required license(s) held in the name of the at least fifty-one percent eligible owner(s)and those held in the name of the company in order for the company to conduct business within the application scope |
|  | Balance sheet for most recent completed fiscal year |
|  | Bank statements for most recent completed fiscal year |
|  | Equipment list (including vehicles) and associated title documents |
|  | Facility lease or ownership documentation (if private residence, warranty deed or mortgage payment invoice) |
|  | List of subcontractors or suppliers used and associated agreements |
|  | Most recent Annual Income Statement |
|  | Most recent Annual Cash Flow Statement |
|  | Most recent Profit and Loss Statement |
|  | Resume of each owner |
|  | Service-level or service agreements |