



Small Business Element (SBE) Certification Checklist

COMPANY: _____

COMPANY/OWNER - PROFILE DOCUMENTS

1. ___ Completed SBE Application
2. ___ Resume of each owner
3. ___ No Change Affidavit
4. ___ Personal Financial Statement
5. ___ Company profile
6. ___ Copy of state issued Driver's License or Birth Certificates of Owners
7. ___ Business License & Professional License (if applicable) Current
8. ___ Lease/Rental Agreements Property (Business Office) & Equipment
9. ___ Equipment List/Titles or Lease Agreement (Current)
10. ___ Proof of Ownership of Real Estate relating to business
11. ___ Schedule of Salaries of owners & W-2's, 1099's
12. ___ Bank Authorization Signatory Cards
13. ___ Copy of (3) Cancelled Checks
14. ___ Line of Credit Information
15. ___ Contractor's License (Current & if applicable)
16. ___ Proof of Insurance (Current)
17. ___ Other Certification Information e.g. (DBE certifications in other states)
18. ___ Articles of Incorporation
19. ___ Bylaws
20. ___ Minutes
21. ___ Copies of Stock Certificates
22. ___ Copies of past contracts to establish track record & prove the viability of the firm
23. ___ List of three (3) vendors firm uses (including vendor contact information)

COMPANY/ OWNER FINANCIAL DOCUMENTS

24. ___ Year End Balance Sheets _____
25. ___ Personal Income Tax Returns including all schedules for each owner
Years: _____
26. ___ Corporate tax returns (and request for extensions) filed by the firm and its affiliates with related schedules for years: _____
If firm taxes are filed within a disadvantaged owners Personal Federal tax return (i.e. Schedule C), the Personal Federal tax return should be submitted in its entirety.

NOTE: If 2014 tax returns have not been completed, please include a letter on your firm's letterhead stating that a copy of the tax return will be forwarded to this office once filing is complete.