



SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Required Documentation

The applicant must provide any and all materials and information necessary to demonstrate active participation in the operation and management of the small business.

I. ALL APPLICANTS MUST SUBMIT THE FOLLOWING WITH THE COMPLETED APPLICATION:

- Either of the following, whichever applies, (also see II, III, IV, V, VI);
- Provide proof of U.S. Citizenship (i.e. U.S. Passport, Birth Certificate or Resident Alien Card).
- Bank Signature Card listing all owners
- Profit / Loss Statement
- Current Drivers License

II. FOR A SOLE PROPRIETORSHIP, ADD:

- Signed copy of the three most current federal income tax returns Schedule C (Form 1040)
 - If your business has not filed a federal income tax return with the Internal Revenue Service (IRS), please see “For New Businesses” below
- Assumed Name Certificate/Certificate of Unincorporated Business (obtained at County Courthouse)

III. FOR A PARTNERSHIP, ADD:

- Signed copy of the three most current federal income tax returns Form 1065 and all Schedules
 - If your business has not filed a federal income tax return with the Internal Revenue Service (IRS), please see “For New Businesses” below



- Assumed Name Certificate/Certificate of Unincorporated Business
- Partnership Agreement

IV. FOR A CORPORATION, ADD:

- Signed copy of the three most current federal income tax returns Form 1120, 1120A, or 1120S and all Schedules
 - If your business has not filed a federal income tax return with the Internal Revenue Service (IRS), please see “For New Businesses” below
- Certificate of Incorporation verifying Secretary of State registration (including Articles of Incorporation, Shareholders Agreement, etc.)
- All stock certificates currently issued to all owners (NOT A SPECIMEN COPY)
- Stock Transfer Ledger
- Companies “Doing Business As (DBA)”, please submit your Assumed Name Certificate verifying county registration

V. FOR A LIMITED LIABILITY CORPORATION (LLC)/LIMITED LIABILITY PARTNERSHIP (LLP), ADD:

- Signed copy of the three most current federal income tax returns Form 1065 and all Schedules
 - If your business has not filed a federal income tax return with the Internal Revenue Service (IRS), please see “For New Businesses” below
- Certificate of Organization and Articles of Organization verifying Secretary of State registration of business name
- All Membership Certificates currently issued to all owners (NOT A SPECIMEN COPY) (if applicable)
- Membership Transfer Ledger (LLC)/Ownership Interest Ledger (LLP)

VI. FOR NEW BUSINESSES:

- Businesses seeking certification that have not filed the business’s federal income tax return with the IRS must comply with the following requirements to be certified as a Small Business Enterprise:



- Submit copies of documents applicable to your business structure listed in items I-V
- Submit a notarized balance sheet
- Verification of Vendor Identification Number [i.e., IRS Taxpayer Identification Forms, W-2's of the business, Sales Reports]