

XBE Certification Checklist

***Certification agencies commonly request items listed. Applicants should be aware that additional items could be requested depending on business structure, industry, and other nuances.**

1. Proof of U.S. Citizenship (Passport, Long-Form Birth Certificate, and State Driver's License)
2. Proof of State Residency (State Driver's License or Identification Card)
3. Proof of US Residency (Green Card)
4. Proof of Ethnicity for all Owner(s), Partners, and Shareholders, including race (Long Form original Birth Certificate). If document(s) are in a different language other than English, items need to be translated & notarized. The document must contain race or ethnicity.
 - Parent's Birth Certificate and/or Death Certificate
 - Grandparent's Birth Certificate and/or Death Certificate
 - Child's Birth Certificate and/or Death Certificate)
 - medical record
 - military record
5. Applicable Operating Business License and /or Permits from the owners and/or the company in relation to the products/services the company provides
6. Business Bio / Portfolio of the company stating its history, core competency, and Capabilities (Capabilities Statement)
 - Explain the start and history of your business, including when, where, why, with whom, and how the business was started/acquired, as well as an explanation of the company's primary business.
 - **Disability: IN requirement** - for startup firms, submit a brief business plan
7. Resume(s) of All Owner(s), Partner(s) Shareholder(s) of the company listing work, professional and educational experience
8. List of the company's Contract and/or Work History for the past 3 years (Name/Contact & Type of Work or Contract)
9. Proof of Bonding Capacity and/or Liability Insurance (if applicable)
10. Indian/Native American Blood Degree Certificate / Tribal Card (if applicable) (Tribal registry letter & or Tribal roll register number)
11. Past 2-3 years of full and complete Federal Tax Returns (Business) (Three years of the owners' Personal Tax returns if the business is less than 1 year)
 - **For businesses less than three years old, substitute personal federal income tax returns** for the appropriate number of years with all schedules and statements attached. When submitting personal tax returns, you may black out all social security numbers and all dependent names
 - If personal tax returns are being submitted, personal tax returns must be submitted by any individual that owns 10% or more of the company
 - >If your company has applied for an extension to file for the most recent tax year, submit extension paperwork
 - If company information is filed on a Schedule C, please note this is **not** an official tax return and must be accompanied by the official Form 1040 submitted to the IRS (for sole proprietors/sole member LLCs).
 - Submitting only state returns will delay the processing of your file



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12. Up-to-date Financial Statements (Profit & Loss & Balance Sheet). If the business is less than 1 year, then provide a Projected/Opening P&L statement of the company) **signed by President**
13. Notes Payable
14. Bank/Business Signature Card (form or letter from bank indicating authorized signers)
15. Fictitious Business Statement (Note: Doing Business As “dba,” Assumed name)
16. Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm
17. List of all employees, job titles, and dates of employment (including owners)
18. Employee payroll for the month prior to submitting the application
 - Indicate time span of the pay period on the document
 - For each employee, list his/her name, title/position, hours worked for the pay period indicated, gross pay for the pay period indicated, hourly pay rate and/or commission earned in period (if applicable)
 - Information is required for internal employees, not those who are leased to/from other companies
19. Provide up to two (2) bank references
20. Provide up to three (3) customer references
21. W-2's and/or 1099 forms from every officer, director, or owner receiving compensation from the company for the recent year
22. Trust agreement(s) that involve the majority minority/female owner(s)
23. Employee Stock Ownership Plan Agreement (ESPOs) [WBENC ONLY]
24. Third-Party Agreements
 - a. Management/consulting agreements
 - b. Service Agreements
 - c. Affiliate/Subsidiary Agreement
 - d. Franchise Agreements
 - e. Union Agreements

Requirements based on Organizational Structure

CORPORATIONS	LLC'S	PARTNERSHIPS
Articles/Certificate of Incorporation**	Articles/Certificate of Organization (Formation)**	Partnership Agreement***
Corporate Bylaws***	Operating/Compay Agreement***	Buy Out Rights*
Minutes of 1st Board Meeting (Shareholders & Directors)	Minutes of Meetings (first & last)	Profit Sharing*
Stock Certificates (front & back)	Proof of Capital Interest	Proof of Capital Interest
Proof of Capital Interest	Member List with Titles and	



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	Gender	
Up-to-date Stock Transfer Ledger	Schedule of Advances made to LLC by members for the preceding three years	
Proof of Stock Purchase		
Statement from the Board Secretary certifying the names, titles, and gender of all current members of the Board		
Voting agreements and other equity interests including stock options, warrants, buy/sell agreements, and right of first refusal		
Schedule of Advances made to corporation by shareholders for the preceding three years		

25. For Sole Proprietorships, provide the certificate of ownership / assumed name filed with the Secretary of State.

26. Business Lease Agreement if office-based. Title/security deed, mortgage statement, and/or property tax statement if home-based.
27. Equipment Rental / Purchase Agreements (if applicable)
28. List of all equipment/tools/inventory of the company Owned or Available for use in day-to-day operation (include description, year acquired & current value)
29. Title(s), registration certificate(s), and US DOT numbers for each truck owned or operated by your firm
30. Licenses, license renewal forms, permits, and haul authority forms
31. List of equipment and/or vehicles owned and leased, including VIN, copy of titles, proof of ownership, and insurance cards for each vehicle.
32. Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
33. Third-Party Agreements (above Agreements plus Management Service Agreements). Required for Partnerships)

* Check Partnership Agreement for Buy-Out Rights and Profit Sharing

** Also, commonly known as the certificate(s) of the company filed with the office of the secretary of state

*** Current and older versions (if the agreement has been amended/restated over the years, provide copies of all)

