



## SBE Addendum Document Checklist

- Completed addendum application submitted electronically at:  
<https://milwaukee.diversitycompliance.com/FrontEnd/StartCertification.asp?TN=milwaukee&XID=9093>.
- Resumes of each owner, or additional personnel acquired to assist in this expansion, and/or officer, board member and key management personnel, showing education, and training, places and dates of employment and description of duties and responsibilities.
- List of all additional capital assets and evidence of ownership of assets acquired to assist in this expansion.
- Signed agreements for the past 3 - 6 months, including office and equipment leases, authorized distribution agreements, manufacturer's representative agreements, management and technical support service agreements, etc. that support this expansion.
- Completed signed contracts; invoices from suppliers; billings to customers. (3 samples each) that support this expansion.
- All form W-2s, W-3 Transmittals, 1099 forms and 1096 Summary Transmittals issued by the company in the past 3 -6 months.
- Submit a current copy of your payroll register, for all employees in the past 3 months.
- Copies of all licenses and permits, required to do business to support this expansion.