

# SBE Certification Document Checklist

<b>Business name</b>		<b>Applicant name</b>	
<b>Date</b>		<b>Phone / Email</b>	
<b>Business structure</b>		<b>Certification type</b>	

Use this checklist to track documents to be submitted. Include clear, complete copies to avoid delays.

## 1. Required for All Businesses

Done	Required document
<input type="checkbox"/>	Completed application submitted electronically at: <a href="https://milwaukee.diversitycompliance.com/">https://milwaukee.diversitycompliance.com/</a> Select the "Apply for / Renew Certification" button
<input type="checkbox"/>	Resumes for each owner, officer, board member, and key management employee, including education, training, employment history, and responsibilities.
<input type="checkbox"/>	Bank signature cards for business account(s), including Depository and Borrowing Resolutions, or a bank letter on official letterhead listing the account open date, account type, and authorized signers.
<input type="checkbox"/>	Proof of each owner's initial cash contribution and any equipment contributed to establish the business, such as both sides of cancelled checks, loan agreements, vehicle titles, bills of sale, and invoices.
<input type="checkbox"/>	List of all capital assets and evidence of ownership.
<input type="checkbox"/>	Business and personal tax returns for the past 3 years, including all schedules. If an extension was filed, include Form 7004.
<input type="checkbox"/>	Current financial statements, including balance sheet and income statement.
<input type="checkbox"/>	Signed loan notes for the past 3 years, including security or collateral agreements and personal guarantees.
<input type="checkbox"/>	Signed agreements from the past 3 years, including office leases, equipment leases, distribution agreements, manufacturer's representative agreements, and management or technical support agreements.
<input type="checkbox"/>	Proof of vehicle and/or equipment ownership, including title papers, equipment list, and current value of equipment.
<input type="checkbox"/>	Completed signed contracts, supplier invoices, and customer billings (3 samples of each).
<input type="checkbox"/>	All Forms W-2, W-3, 1099, and 1096 issued by the company in the past 3 years.
<input type="checkbox"/>	Current payroll register covering all employees for the past 3 months.
<input type="checkbox"/>	Copies of all licenses and permits required to do business.
<input type="checkbox"/>	Letters showing State of Wisconsin MBE or WBE, DOT DBE, SBA, or 8(a) certification status, and any denial or decertification letters from other agencies.
<input type="checkbox"/>	Verification of residence or business location. Location must have been used for at least 1 year. P.O. boxes do not qualify.

<input type="checkbox"/>	Proof of citizenship or permanent residency status, such as birth certificate, green card, tribal registration, or passport.
<input type="checkbox"/>	Proof of race/ethnicity and/or gender status.
<input type="checkbox"/>	Capabilities statement.
<input type="checkbox"/>	High school transcripts for business owner(s).

## 2. Additional Requirements by Business Structure

### Corporations

Done	Required document
<input type="checkbox"/>	Articles of Incorporation with all amendments, including Certificates of Incorporation issued by the Secretary of State.
<input type="checkbox"/>	Current corporate bylaws with all amendments.
<input type="checkbox"/>	Minutes of the first corporate organizational meeting.
<input type="checkbox"/>	Corporate minutes for the past 3 years, plus minutes documenting every change in stock ownership.
<input type="checkbox"/>	Current Wisconsin Domestic Corporation Annual Report filed with the Secretary of State. If outside Wisconsin, provide the current annual report for your state.
<input type="checkbox"/>	Copies of signed, issued, and cancelled stock certificates, front and back, plus the stock transfer record for common and preferred stock.
<input type="checkbox"/>	Copies of stock purchase agreements, stock options, buyout agreements, and other outstanding ownership options.
<input type="checkbox"/>	Proof of stock purchase, such as both sides of cancelled checks, loan records, and related documentation.

### Partnerships or Franchise

Done	Required document
<input type="checkbox"/>	Partnership agreement(s), including amendments, buyout rights, and profit-sharing agreements.
<input type="checkbox"/>	Franchise agreement, if applicable.

### Limited Liability Company (LLC)

Done	Required document
<input type="checkbox"/>	Articles of Organization.
<input type="checkbox"/>	Agreement, regulations, or operating agreement, as applicable.
<input type="checkbox"/>	All issued and voided membership certificates, front and back, not a specimen copy, and stock transfer ledger, if applicable.