



## SBE New Certification Document Checklist

### ALL BUSINESSES

- Completed application submitted electronically at:  
<https://milwaukee.diversitycompliance.com/FrontEnd/StartCertification.asp?TN=milwaukee&XID=9093>.
- Resumes of each owner, officer, board member and key management personnel of the company, showing education, and training, places and dates of employment and description of duties and responsibilities.
- Bank signature cards for the business account(s) including Depository and Borrowing Resolutions or a letter from your bank, on their stationary, which identifies date account(s) opened, type of account(s) and authorized signatories.
- Proof of each initial cash contribution to the business for each owner, and initial equipment contributed to establish the business. (Include both sides of cancelled checks, loan agreements, vehicle titles, bills of sale, invoices, etc.).
- List of all capital assets and evidence of ownership of assets.
- Business **and** Personal tax returns for the past 3 years, including all schedules. (If an extension was filed, submit Form #7004).
- Current financial statements (balance sheet and income statement).
- Signed loan notes for the past 3 years, including Security/Collateral agreements, personal guarantees, etc.
- Signed agreements for the past 3 years, including office and equipment leases, authorized distribution agreements, manufacturer's representative agreements, management and technical support service agreements, etc.
- Proof of vehicle and/or equipment (Title papers, equipment list & current value of equipment).
- Completed signed contracts; invoices from suppliers; billings to customers. (3 samples each)

- All form W-2s, W-3 Transmittals, 1099 forms and 1096 Summary Transmittals issued by the company in the past 3 years.
- 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.
- Letter(s) showing State of WI MBE or WBE, DOT DBE, SBA or 8(a) certification, a denial letter and/or decertification letter, with other agencies.
- Provide verification of residence or business location. Must be at location for at least one year or longer (P.O. Boxes **do not** qualify).
- Proof of citizenship or permanent residency status (i.e. Birth Certificate, Green Card, Tribal Registration, and Passport.)
- Proof of race/ethnicity and/or gender status
- High school transcripts for owner(s) of business

## **CORPORATIONS**

- Articles of Incorporation with all amendments, including Certificates of Incorporation issued by the Secretary of State.
- Current corporate by-laws with all amendments.
- Minutes of the first corporate organizational meeting.
- Corporate minutes for the past 3 years, plus minutes for every change in stock ownership.
- Current Wisconsin Domestic Corporation Annual Report filed with the Secretary of State. (If outside Wisconsin, submit current annual report for your state).
- Copies of signed issued and cancelled stock certificates, both front and back, and stock transfer record for common and preferred stock.
- Copies of stock purchase, stock options, and buyout agreements and other ownership options that are outstanding.
- Proof of stock purchase, both sides of cancelled checks, loans, etc.

## **PARTNERSHIPS or FRANCHISE**

- Partnership Agreements, including any amendments, buyout rights and profit-sharing agreements.
- Franchise Agreement, if applicable.

## **LIMITED LIABILITY CORPORATION**

- Articles of Organization
- Copy of Agreement/Regulations/Operating Agreement, as applicable.
- Copy of All Issued and Voided Membership Certificates (Front and back, not a specimen copy) and stock transfer ledger, as applicable.