

SDB CERTIFICATION CHECKLIST

Section I Documents required of all sole proprietorships, partnerships, limited liability corporations, and corporations

- ___ 1. Business license and fictitious business name statement, if applicable.
- ___ 2. Copies of any special licenses, permits and/or accreditations required to do business.
- ___ 3. A separate SBA Form 413, Personal Financial Statement(s), from each person(s) claiming disadvantaged status and their spouses.
- ___ 4. SBA Form 355, Application for Size Determination
- ___ 5. History of business.
- ___ 6. For disadvantaged individuals residing in community property states or territories: proof of the transfer or relinquishment of interest by the non-disadvantaged spouse if only one spouse claims disadvantaged status.
- ___ 7. Detailed resume or employee profile of all principals and key employees, summarizing education, training, and employment history, with dates, duties, and responsibilities.
- ___ 8. (a) Lease/rental agreement for business site(s)/office(s), or (b) copy of trust deed and/or purchase loan agreement for ownership of business site(s)/office(s), or (c) if residence is used for business site/office, a letter so stating.
- ___ 9. Business bank account information, consisting of: (a) copy of bank account signature card, or (b) letter from your banker, verifying parties (names and titles) authorized to sign checks and the number of signatures required.
- ___ 10. Three recent Federal tax returns, including, but not limited to: (a) Form 1120, 1120A, or Schedule 1120s, including Schedule E, for corporations; (b) Form 1065 and Schedule K-1, for partnerships; (c) Schedule C—Form 1040, for sole proprietorships; (d) Form 4562, for all businesses (if applicable); (e) IRS Form 4506, Request for Copy of Transcript of Tax Form
- ___ 11. A current balance sheet and profit and loss statement, including an aging of accounts, no older than 90 days from the filing date of this application, signed, certified and dated by the concern's highest officer, CEO or President.

- ___ 12. Personal income tax returns including all schedules and W-2 Forms for all individuals claiming disadvantaged status, and all owners, directors, officers, managing members and key employees of the firm.
- ___ 13. A balance sheet and profit and loss statement for each of the two preceding fiscal year-end periods, signed, certified and dated by the concern's highest officer, CEO or President.
- ___ 14. Copies of franchise or trust agreements.

Section II Documents required of Partnerships

- ___ 1. Partnership agreements and any amendments thereto.
- ___ 2. Profit-sharing agreements (if not in partnership agreements).
- ___ 3. Buyout rights agreements (if not in partnership agreements).

Section III Documents required of Corporations

- ___ 1. Articles of Incorporation or Articles of Organization, including documents issued by Secretary of State.
- ___ 2. Bylaws and any amendments thereto.
- ___ 3. (a) Record of first organizational meeting; (b) subsequent minutes which record any changes in ownership and/or control of the corporation (if applicable).
- ___ 4. Copies of all stock certificates ever issued. Include front and back of all certificates including those that have been canceled, transferred or surrendered. Copy of Assignment of interest for each member.
- ___ 5. Copy of stock transfer registers/stock registers or Certificate of Resolution.
- ___ 6. Copy of most recent Certificate of Good Standing or Certificate of Status issued by the State.
- ___ 7. Any other agreements, which may impact the unconditional ownership or control of individual(s) claiming disadvantaged status, including agreements regarding: (a) stock options; (b) shareholder voting rights; (c) restriction on the disposal of stock loan agreements; (d) facts pertaining to the value of shares; (e) buy-out rights; and, (f) restrictions on the control of the corporation.
- ___ 8. Resolutions affecting rights and responsibilities of officers and directors.

Section IV Documents required of Limited Liabilities Corporations

- ___ 1. Articles of Organizations, including any amendments and/or documents issued by the Secretary of State.
- ___ 2. Copy of Operating Agreement.
- ___ 3. Copy of Certificate of Resolution or Membership certificate, if applicable.
- ___ 4. Any other agreements, which may impact the unconditional ownership or control of individual(s) claiming disadvantaged status, including agreements regarding: (a) buy-out rights; and, (b) restrictions on the control of the LLC.