



## Governor's Office of Diversity Business Enterprise

### DOCUMENTATION CHECKLIST

Use this check list to verify that all required documents are being provided

COMPANY NAME: \_\_\_\_\_

\_\_\_\_\_ CHECK HERE AND LIST NAME OF CERTIFICATION AGENCY ONLY IF BUSINESS HAS AN EXISTING CERTIFICATION: \_\_\_\_\_

The below documents are not required when the firm have an existing certification with U. S. Small Business Administration, state Departments of Transportation, other state Certifications, Metropolitan Transit Authorities, Metropolitan Nashville Airport Authority, Tennessee Minority Supplier Development Council, Local Purchasing Councils, National Minority Supplier Development Councils (state chapters), or the Women Business Enterprise National Council, Uniform Certification Agency, Mid-South Minority Business Council. If not, continue and provide copies of all of the required documentation.

#### LEGAL STRUCTURE:

##### SOLE PROPRIETOR

- \_\_\_\_\_ 1. Prior year's Federal Sole Proprietorship Tax returns, including **all schedules**.
- \_\_\_\_\_ 2. Equipment rental and purchase agreements.
- \_\_\_\_\_ 3. Proof of capital/equity invested. (If in business less than 2 years)
- \_\_\_\_\_ 4. Equipment List.

##### PARTNERSHIP

- \_\_\_\_\_ 1. Prior year's Federal Partnership Tax returns, including **all schedules**.
- \_\_\_\_\_ 2. Resumes of all partners (if in business less than 2 years)
- \_\_\_\_\_ 3. Partnership Agreement.
- \_\_\_\_\_ 4. Buy-out rights agreement.
- \_\_\_\_\_ 5. Profit Sharing agreement.
- \_\_\_\_\_ 6. Proof of capital/equity invested.
- \_\_\_\_\_ 7. Equipment List.

##### LIMITED LIABILITY COMPANY (LLC)

- \_\_\_\_\_ 1. Prior year's Federal Partnership Tax returns including **all schedules** (include same information for affiliate firms).
- \_\_\_\_\_ 2. Minutes of first LLC organizational meeting.
- \_\_\_\_\_ 3. Minutes of last two member or board meetings.
- \_\_\_\_\_ 4. Articles of Organization and amendments (copies).
- \_\_\_\_\_ 5. Certificate of Existence or Good Standing with the State.
- \_\_\_\_\_ 6. Certificate of Membership evidencing financial interest in LLC.
- \_\_\_\_\_ 7. Operating Agreement.
- \_\_\_\_\_ 8. Proof of Capital Invested (cancelled checks, receipts, stock).
- \_\_\_\_\_ 9. Corporate resolution for all bank accounts or (bank signature card(s)).

**CORPORATION S or C**

- \_\_\_\_\_ 1. Prior year's Federal Corporation Tax returns, including **all schedules**
- \_\_\_\_\_ 2. Minutes of first corporate organizational meeting.
- \_\_\_\_\_ 3. Minutes of last two board meetings.
- \_\_\_\_\_ 4. Articles of Incorporation, and Amendments
- \_\_\_\_\_ 5. Copies of all stock certificates issued (front and back) and stock ledger
- \_\_\_\_\_ 6. Corporate By-Laws
- \_\_\_\_\_ 7. Proof of Equity Contribution/Stock Purchase

**SECTION I. OTHER**

- \_\_\_\_\_ Resume(s) of all owners, key management, principals (if in business, less than two years)
- \_\_\_\_\_ Contractor, Engineer, Design License (if in Construction Industry)
- \_\_\_\_\_ Professional Licenses (if required for your business operations)
- \_\_\_\_\_ Copy of Insurance Certificate (if services are being provided)

**SECTION II. COMPANY OWNERSHIP AND MANAGEMENT CONTROL**

- \_\_\_\_\_ Copies of third party agreements or explanations of oral intended agreements, such as rental, management service, or joint venture agreements or intended
- \_\_\_\_\_ Explanation of any present or pending lawsuit

**SECTION III. ADDITIONAL DOCUMENTATION REQUIRED FOR BUSINESSES CLAIMING **MINORITY (MBE), WOMAN OWNED BUSINESS ENTERPRISE (WBE) or SMALL BUSINESS ENTERPRISE (SBE) STATUS:****

Provide copies of two or more of the following documents:

- \_\_\_\_\_ U. S. Birth Certificate
- \_\_\_\_\_ U. S. Passport
- \_\_\_\_\_ Driver's License
- \_\_\_\_\_ Tribal Card w/number
- \_\_\_\_\_ Permanent Resident Alien Registration Card

**Please Note:** Failure to provide ALL of the above requested documentation or additional information within the designated time frames as requested may result in denial your request for certification.