

# Economically Disadvantaged Women-Owned Small Business (EDWOSB) Preparation Checklist

<sup>1</sup>Qualifying individual(s) include all women claiming 51% ownership and economic disadvantage

- Active registration in the System for Award Management for the firm, available at [SAM.gov](https://sam.gov) (Note: The firm's DUNS number and EIN, and MPIN must exactly match SAM registration)
- Proof of U.S. citizenship (i.e., birth certificate, naturalization paper, or unexpired passport) for qualifying individual(s)
- Resume (optional)
- Joint Venture agreements if applicable
- Corporation
  - Articles of Incorporation
  - Copies of stock certificates (front and back)
  - Stock Ledger
  - Corporate Bylaws and any amendments
- Limited Liability Company (LLC)
  - Operating Agreement and any amendments
  - Articles of Organization and any amendments
- Partnership
  - Partnership Agreement and any amendments
- Sole Proprietor
  - DBA (Doing Business As) or Trade Name Certificate
- Personal Financial Information – Required for each woman claiming economic disadvantage and for each woman's spouse.\*

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<sup>1</sup> [www.business911now.com/certifications](http://www.business911now.com/certifications)

# **Economically Disadvantaged Women-Owned Small Business (EDWOSB) Preparation Checklist**

- A completed and signed IRS Form 4506-T, Request for Tax Transcript
- Three most recent personal income tax returns (IRS Form 1040) including all schedules
- Three most recent W-2's
- Detailed information regarding the value of all assets (including cash on hand and in banks, accounts and notes receivable, retirement accounts, stocks, bonds, real estate, personal property, life insurance, and any other assets), liabilities (such as loans, mortgages, tax debts, and any other liabilities), and income (including salary, investment income, real estate income, and any other income)

\*Note: SBA may consider a spouse's financial situation in determining whether qualifying individual(s) are economically disadvantaged where the spouse has a role in the business (e.g., an officer, employee or director) or has lent money to, provided credit or financial support to, or guaranteed a loan of the business.