

# Historically Underutilized Business Zones (HUBZone) Program Preparation Checklist

<sup>1</sup>Qualifying individual(s) include all individuals that either own more than 51% of the firm.

- Active registration in the System for Award Management for the firm, available at [SAM.gov](http://SAM.gov) (Note: The firm's DUNS number and EIN, and MPIN must exactly match SAM registration)
- Signed HUBZone Program Certification Signature Sheet
- ESOP, Trust, or Franchise Agreement if applicable
- The firm's signed and dated federal tax returns over the past three years (must include all schedules and attachments)
- Deed, Lease/Rental Agreement or property records – Covers the date of electronic verification
- Utility Bill – Covers the date of electronic verification
- Firm Location List
- Official Payroll –Covers the date of electronic verification
- HUBZone Maps of employee's home address
- Valid (unexpired) Driver's License, DMV ID, or Voter Registration cards for each employee residing in a HUBZone –Covers the date of electronic verification
- Most recent State and Federal Unemployment tax filing/report
- Employee List
- Corporation
  - Articles of Incorporation
  - Copies of stock certificates (front and back)
  - Stock Ledger

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

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## **Program Preparation Checklist**

- Corporate Bylaws and any amendments
- Certificate of Good Standing
- Limited Liability Company (LLC)
  - Operating Agreement and any amendments
  - Articles of Organization and any amendments
  - Certificate of Good Standing
- Partnership
  - Partnership Agreement and any amendments
- Sole Proprietor
  - DBA (Doing Business As) or Trade Name Certificate
- Proof of U.S. citizenship (i.e., birth certificate, naturalization paper, or unexpired passport) for qualifying individual(s)
- Three most recent personal income tax returns (IRS Form 1040) including all schedules