

MINORITY CERTIFICATION CHECKLIST

www.business911now.com/certifications

	Fictitious Business Statement (if applicable)
	Driver's License (colored copy)
	Proof of U.S. Citizenship for all Owner(s), Partners, Shareholders (U.S. Passport, U.S. Naturalization Certificate, U.S. Birth Certificate)* If document(s) are in a different language other than English items need to be translated & notarized
	Proof of Ethnicity for all Owner(s), Partners, Shareholders (Birth Certificate, Parent's Birth Certificate and/or Death Certificate)* If document(s) are in a different language other than English items need to be translated & notarized
	Current resume(s) of all owner(s), partners or shareholders (Include education, training and employment details)
	Two Years of Business Tax Returns (*2 years of Personal tax returns if business is less than 1 year) Acceptable Business Tax Forms: Form 1040, Form 1065, Form 1065F, Form 1120, Form 1120A or Form 1120 (Year 1)
	Two Years of Business Tax Returns (*2 years of Personal tax returns if business is less than 1 year) Acceptable Business Tax Forms: Form 1040, Form 1065, Form 1065F, Form 1120, Form 1120A or Form 1120 (Year 2)
	Financial Statements (Profit & Loss, statement of cash flows, Balance Sheet) Financial statements must be prepared according to GAAP standards (Generally Accepted Accounting Principles) and signed by the President.
	Notes Payable (if any)
	Applicable Operating Business License and/or permits
	Business Lease Agreements(s) (If home based, submit Security Deeds, Title Deed, Property Taxes and/or Lease Agreement)
	Occupational License and/or Business Tax Receipt (issued by Tax Collector, required even if 1 person or home based)
	Equipment Rental and Purchase Agreements (if applicable)
	Contract or work history for the past three years (if applicable) (name/contact, type of work performed or type of contract received)
	Equipment owned or available (include description of equipment, year acquired, and current value)
	Proof of Bonding Capacity (if applicable)
	Bank Signature Card (copy signature card or letter from bank indicating authorized signers)
	Indian/Native Americans Blood Degree Certificate (i.e. tribal registry letter, tribal roll register number) [if applicable]
	Declaration of Certification of Minority Status

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*	Certificate of Organization
*	Articles of Incorporation (Amendments, if applicable)
	Operational and/or Organizational Agreement
	Proof of Capital Investment (i.e. both sides of canceled checks, equipment receipt, initial deposits, bank statements)
*	Copies of Member/Unit Certificates issued plus the next consecutive blank certificate (front and back)
*	Current LLC Member's Unit Ledger Book
	Proof of Unit Purchase (i.e. both sides of canceled checks, equipment receipt, initial deposits, bank statements)
*	Minutes of 1st Member's Meeting
*	Minutes Last Member's meeting
*	Minutes of the last meeting where members were identified and elected
	Foreign Entity Certificate (if applicable)

***ITEMS WITH STAR ARE OPTIONAL**

Additional Questions Asked /Some are Industry Based

- Annual Budget for last three years
- [Duns #](#)
- Date Started
- Business Address
- Are you bonded?
- Any lawsuits pending?
- [NAICS Codes](#): Provide all that apply
- Description of services (mini statement)
- Transportation Industry: Are you Interstate or Intrastate?
- Vehicle Registration #
- 3 Customer References (names, address, phone number, company name, amount)
- Explanation for any/all documents you DON'T have
- Birth Certificate MUST HAVE ETHNICITY or will need to provide parents birth/death certificate
- Initial Capital you started with / or are you going to just use your truck purchase?
- Bank References: Bank Office & Title (stop in your bank and get business cards)
- Declaration Page Notarized (must be attached to application) Check email for print out**

*Give us a call if you need help getting together any of these items.
(Services may require a additional fee) 704-817-8021*