NEW CERTIFICATION APPLICATION REQUIREMENTS

I. Required Documents for all Applications

a. Affidavit of Minority and/or Woman and/or Veteran and/or Service-Disabled Veteran and/or Person with a Disability. Must be signed by each qualifying owner of the business and be notarized.

b. Bank Resolution and/or Bank Signature Card for the business

c. Copies of three (3) contracts, purchase orders or invoices showing work performed by the business

d. Copies of W-2 and/or 1099 forms (previous five (5) years for each owner, director, officer, manager, and check signer)

e. Current licenses (Professional, city, county, state, federal or separate statement regarding lack of licensing requirements for the business)

f. Current payroll registers or statement regarding current payroll for recent 4 pay periods

g. Evidence of US citizenship or Legal Permanent Residency for each owner, director, officer, manager, and check signer (ex. Birth certificate, Form I-551 Permanent Resident Card, Passport)

h. Evidence of ethnicity and gender for each owner, director, officer, manager, and check signer

i. Most recent and four (4) prior US federal tax returns for the business and for any Affiliate Company (if applicable) including all Schedules, Statements and Attachments.

j. Most recent and four (4) prior US federal tax returns for the qualifying owners who represent 51% or more of ownership in the business including all Schedules, Statements and Attachments.

k. Current Personal Net Worth Statement(s) for qualifying owners who represent 51% or more of ownership in the business.

l. Proof of contribution(s) by qualifying owners to acquire said ownership in the business, or investment of start-up capital (ex. Cancelled checks, loan agreements)
m. Resumes for each owner, director, officer, manager and check signer detailing work experience
n. Signed copies of current leases and/or recent tax bills for properties utilized by the business
o. Five (5) most recent year-end balance sheets and income statements for the business (if business has existed fewer than five years, then include year-end balance sheets and income statements for all years of existence)
p. If business is a distributor, include distribution agreement from a manufacturer.
q. If applicable, any contingent agreements affecting management, control or rights of any owner
r. If applicable, copies of any loan agreements or letters of credit issued to the business or any owner
s. If applicable, any equipment lease agreements
t. If applicable, any management service agreements
u. If applicable, and MBE, WBE, VBE, SBA 8(a), or comparable certifications or denials of certification
v. If applicable, proof of bonding capacity and certificates of insurance
w. Titles or lease agreements for any vehicles issued to the business

II. Documents Specific to Corporations
a. Articles of Incorporation
b. Corporate by-Laws
c. Copies of all stock certificates issued (front and back)
d. Stock Ledger
e. Minutes of the first and the two most recent Stockholders’ Meetings documenting the election of Directors
f. Minutes of the first and the two most recent Board of Directors’ Meetings documenting the election of Officers
g. State of Illinois Letter of Good Standing
III. Documents Specific to Partnerships
   a. Partnership Agreement
   b. Assumed Name Certificate or Certificate of Limited Partnership

IV. Documents Specific to Limited Liability Companies
   a. Articles of Organization
   b. Operating Agreement
   c. Most recent Managers/Members Meeting minutes
   d. State of Illinois Letter of Good Standing

V. Documents Specific to Sole Proprietorships
   a. Assumed Name Certificate

VI. Documents specific to Veteran Business Enterprises
   a. DD214

VII. Documents specific to Start-up Businesses
   a. Business Plan
   b. Proposals