

Certification Documents Checklist

Please use this checklist to ensure all documents have been included

We recommend using PDF format for all documents and reducing their file size before uploading. Both steps can be accomplished using www.ilovepdf.com.

Disclaimer: We appreciate your interest in submitting an application for certification through our services. While we are proud to have a track record where every application we've submitted on behalf of our clients has resulted in certification, we must inform you that unfortunately, there is no guarantee of success. Our government operates under a comprehensive set of laws and regulations, which can affect the outcome of any application. Rest assured, we will leverage our expertise and experience to give your application the best possible chance of success. Thank you for understanding.

- 2023 Signed Federal Business Taxes
- 2022 Signed Federal Business Taxes
- 2021 Signed Federal Business Taxes
- 2020 Signed Federal Business Taxes
- 2019 Signed Federal Business Taxes
- 2018 Signed Federal Business Taxes
- 2017 Signed Federal Business Taxes

- 2023 Signed Personal Federal Business Taxes for Each Owner
- 2022 Signed Personal Federal Business Taxes for Each Owner
- 2021 Signed Personal Federal Business Taxes for Each Owner
- 2020 Signed Personal Federal Business Taxes for Each Owner
- 2019 Signed Personal Federal Business Taxes for Each Owner
- 2018 Signed Personal Federal Business Taxes for Each Owner
- 2017 Signed Personal Federal Business Taxes for Each Owner

- 2023 Financial Statements, including balance sheets and income statements
- 2022 Financial Statements, including balance sheets and income statements
- 2021 Financial Statements, including balance sheets and income statements
- 2020 Financial Statements, including balance sheets and income statements
- 2019 Financial Statements, including balance sheets and income statements
- 2018 Financial Statements, including balance sheets and income statements
- 2017 Financial Statements, including balance sheets and income statements

- 2024 Meeting Minutes
- 2023 Meeting Minutes
- 2022 Meeting Minutes
- 2021 Meeting Minutes

- 2023 W-2's / 1099's / K-1's etc. for all employees, management, consultants, etc.
- 2022 W-2's / 1099's / K-1's etc. for all employees, management, consultants, etc.
- 2021 W-2's / 1099's / K-1's etc. for all employees, management, consultants, etc.
- 2020 W-2's / 1099's / K-1's etc. for all employees, management, consultants, etc.
- 2019 W-2's / 1099's / K-1's etc. for all employees, management, consultants, etc.

- Copies of any active loan agreements, promissory notes, lines of credit, etc. related to the applicant firm or between any of the owners
- Bank Authorization / Signature cards for all banks the business uses (this comes from your business's bank)
- Most recent business bank statement
- Most recent payroll records – dated
- Last pay period's payroll records – dated
- Payroll records from 2 payrolls ago – dated
- Payroll records from 3 payrolls ago – dated
- Lease / Mortgage for where the business is located

- In the last 3 years, has the business used any outside services in order to obtain employees/contractors, to advertise, to get accounting (including CPA) assistance, to prepare estimates, lobbying, or legal assistance, please include any related agreements.
- Resumes of all employees and management, including whether they are part or full time as well as their current salaries on each resume
- ID proof of Citizenship for all owners
- A Personal Net Worth statement for each owner
- A summary of what each owner does for the company
- Documentation showing how much the owner invested to start the business
- 3 articles of documentation showing that you have completed the work before for which you are seeking certification. This proof can be signed invoices, PO's, signed contracts, etc.
- Blanket Certificate of Insurance if you have this (Can be provided by your insurer)

- Licenses (Ex: business license, contractor's license, PE license, etc.)
- List of all large equipment (Ex: bulldozer, tractor, etc.)
- Titles for any vehicles owned by the company

LLC's Only:

- Certificate and Articles of Formation
- Agreements, regulations, and/or operating agreements (if you have created them)
- Membership or Stock Certificates, if applicable

Corporations Only

- Articles of Incorporation
- Bylaws
- Stock Certificates
- Stock Transfer Ledger