

Documents for MWBE application

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| 1 | Incorporation Documents. |
| 2 | Resumes of all directors , partners, officers and/or key employees of the company with roles and responsibilities in the entity. Documents must include home address, telephone number, education, training and employment dates. |
| 3 | Verification of Bank Signature Letter (a letter from the bank identifying the persons authorized to perform transactions, their level of authority, and limitations (if any) on all business accounts). |
| 4 | Copies of all licenses, permits and/or accreditations. |
| 5 | Proof of U.S. Citizenship or Legal Residency (INS or Green Card, U.S. Passport, and birth certificate acceptable). |
| 6 | Lease Agreements for any space occupied , or proof of ownership, if home address is used. |
| 7 | All employment agreements specific to the entity or contracts. |
| 8 | Vehicle registration(s) for all vehicles used for business purposes. |
| 9 | Current year Financial Statements – Balance Sheet and Profit & Loss Statement. |
| 10 | Proof of sources of capitalization (canceled checks – three (3); recent bank statements; purchase receipts; any loan agreements, etc.) |
| 11 | Filing Receipt. |
| 12 | IRS EIN Designation Letter. |
| 13 | Articles of Organization if LLC or Articles of Incorporation if a corporation. |