



Governor's Office of Diversity Business Enterprise

DOCUMENTATION CHECKLIST

Use this check list to verify that all required documents are being provided

COMPANY NAME: _____ CHECK HERE AND LIST NAME OF CERTIFICATION AGENCY ONLY IF BUSINESS HAS AN EXISTING CERTIFICATION WITH ONE OF THE FOLLOWING CERTIFICATION AGENCIES:

ALL of the below documents may not be required when a firm has an existing certification with one of the following approved certification agencies:

U. S. Small Business Administration, state Departments of Transportation, Metropolitan Transit Authorities, Metropolitan Nashville Airport Authority, Tri-State Minority Supplier Development Council, Local Purchasing Councils, National Minority Supplier Development Councils (state chapters), and we may accept the Women Business Enterprise National Council certifications on a case-by-case basis. If you do not have one of the above mentioned approved existing certifications continue and provide copies of ALL of the required documentation specified below:

BUSINESS LEGAL STRUCTURE:

SOLE PROPRIETOR

- _____ 1. ***All Applicants** must provide a signed copy of their most recent Federal Sole Proprietorship Tax Returns, including **all schedules**.
- _____ 2. Equipment rental and purchase agreements.
- _____ 3. Proof of capital/equity invested.
- _____ 4. Equipment List.

PARTNERSHIP

- _____ 1. ***All Applicants** must provide a signed copy of their most recent Federal Tax Return, including **all schedules**.
- _____ 2. Resumes of all partners (if in business less than 2 years)
- _____ 3. Partnership Agreement.
- _____ 4. Buy-out rights agreement.
- _____ 5. Profit Sharing agreement.
- _____ 6. Proof of capital/equity invested.
- _____ 7. Equipment List.

LIMITED LIABILITY COMPANY (LLC)

- _____ 1. ***All Applicants** must provide a signed copy of their most recent Federal Tax Return including **all schedules** (include same information for any affiliate firms).
- _____ 2. Minutes of first LLC organizational meeting.
- _____ 3. Minutes of last two member or board meetings.
- _____ 4. Articles of Organization and amendments (copies).
- _____ 5. Certificate of Existence or Good Standing with the State.
- _____ 6. Certificate of Membership evidencing financial interest in LLC.

- _____ 7. Operating Agreement.
- _____ 8. Proof of Capital Invested (cancelled checks, receipts, stock).
- _____ 9. Corporate resolution for all bank accounts or (bank signature card(s)).

CORPORATION (S or C Type)

- _____ 1. ***All Applicants** must provide a signed copy of their most recent Federal Corporation Tax returns, including **ALL schedules** (include same information for any affiliate firms).
- _____ 2. Minutes of first corporate organizational meeting.
- _____ 3. Minutes of last two board meetings.
- _____ 4. Articles of Incorporation, and Amendments.
- _____ 5. Copies of all stock certificates issued (front and back) and stock ledger.
- _____ 6. Corporate By-Laws.
- _____ 7. Proof of Equity Contribution/Stock Purchase.

SECTION I. OTHER

- _____ Resume(s) of all owners, key management, principals.
 - _____ Contractor, Engineer, Design License (if in Construction industry).
 - _____ Professional Licenses (if required for your business operations).
 - _____ Copy of Insurance Certificate (if services are being provided).
 - _____ Current copy of Business License.
 - _____ ***All Businesses MUST** have been in business for **at least two (2) years** in order to qualify for certification.
 - _____ ***Department of Revenue Registration Requirement** visit www.Tennessee.gov/revenue to register.
- (*NOTE: REQUIRED FOR ALL BUSINESSES SEEKING STATE OF TN CERTIFICATION)

SECTION II. COMPANY OWNERSHIP AND MANAGEMENT CONTROL

- _____ Copies of third party agreements or explanations of oral intended agreements, such as rental, management service, or joint venture agreements or intended
- _____ Explanation of any present or pending lawsuits

SECTION III. ADDITIONAL DOCUMENTATION REQUIRED FOR ALL BUSINESSES CLAIMING MINORITY (MBE), WOMAN OWNED (WBE), DISABLED OWNED BUSINESS ENTERPRISE (DSBE), SMALL BUSINESS ENTERPRISE (SBE) OR SERVICE-DISABLED VETERAN OWNED BUSINESS ENTERPRISE (SDVB) STATUS:

- *Provide copies of two (2) or more of the following documents:**
- _____ U. S. Birth Certificate
 - _____ U. S. Passport
 - _____ Driver's License
 - _____ Tribal Card w/number – when claiming Native American
 - _____ Permanent Resident Alien Registration Card

SECTION IV. ***FIRMS SEEKING CERTIFICATION AS SMALL BUSINESS ENTERPRISE (SBE)**
New applicants must provide sufficient copies of prior year's Tax Return and three (3) previous quarters of their SF 941(s) in order to prove that they meet with the eligibility guidelines for claiming small business status.

SECTION V. **FIRMS CLAIMING SERVICE-DISABLED VETERAN OWNED BUSINESS ENTERPRISE (SDVBE) STATUS MUST PROVIDE THE FOLLOWING ADDITIONAL TWO (2) PIECES OF DOCUMENTATION:**

- _____ Department of Defense Form 214 – **ONLY** if claiming Veteran Disabled status
- _____ Adjudication letter from the Veterans Administration - **ONLY** when claiming Veteran-Disabled status

NOTE: Failure to provide ALL of the above required documentation or additional information within the designated time frame as requested will result in denial of your request for certification.

SECTION VI. **FIRMS SEEKING CERTIFICATION AS DISABLED OWNED BUSINESS ENTERPRISE (DSBE) MUST PROVIDE IN ADDITION TO THE DOCUMENTS REQUESTED IN SECTIONS I, II AND III ABOVE THE FOLLOWING DOCUMENTATION:**

- _____ A signed physicians statement affirming they have been diagnosed as having a physical or mental disability resulting in marked or severe functional limitations that is expected to last no less than twelve (12) months.