



SMALL BUSINESS ENTERPRISE (SBE) DOCUMENT CHECKLIST

For All Applicants:

- 1. Completed SBE certification application.
- 2. Completed SBE Affidavit of Certification.
- 3. Proof of U.S. citizenship in the form of a U.S. Passport *or* Permanent Resident Card *or* Certificate of Naturalization *or* birth certificate and government issued photo identification (e.g. driver's license).
- 4. Completed Personal (Financial) Net Worth Statement for all owners, constituting 51% ownership.
- 5. Complete **Signed** copies of personal federal tax returns for the past three (3) years for each owner constituting 51% ownership. Include all schedules.
- 6. Complete **Signed** copies of business federal tax returns for the past three (3) years. Include all schedules.
- 7. Year-end financial statements of the business for the past three (3) years or life of the firm if less than three years. A new business must provide a current financial statement. Non-CPA statements are acceptable.
- 8. A Certificate of Good Standing from the Maryland Department of Assessments and Taxation (www.dat.state.md.us) is required for all certified firms (Corp.-LLC.-Part.). If not submitted with the application package, proof of good standing must be provided prior to certification.

Additional Documents For Corporation:

- 9. Official Articles of Incorporation (signed by the state official).
- 10. Both sides of all corporate stock certificates and your firm's stock transfer ledger.
- 11. Minutes of all Stockholders and Board of Directors meetings.

(Over)

- 12. Corporate By-laws and any amendments.

Additional Documents For Limited Liability Company:

- 13. Copy of the firm's official Articles of Organization signed by the State official.
- 14. Copy of the original and amended Operating Agreement.

Additional Document(s) For Partnership:

- 15. Original and any amended Partnership Agreement.