Maryland
DEPARTMENT OF SOCIAL AND ECONOMIC MOBILITY
OFFICE OF MINORITY BUSINESS ENTERPRISE

1. Completed **SBE Application Form .**

This is the SBE Only Application. All owners must be listed, and all sections must be completed. If a section does not apply, write N/A.

2. Completed **Declaration of Eligibility.**

Required for all applicants claiming disadvantage status. Must be signed with a wet ink signature and dated.

3. **Proof of U.S. Citizenship or Legal Residency**

- ☐ U.S. Passport **OR**
- ☐ Permanent Resident Card **OR**
- ☐ Naturalization Certificate **OR**
- ☐ Birth Certificate and Government issued photo ID

3. **Checklist – Personal Net Worth (PNW) Statement**

- ☐ PNW Statement – required for disadvantaged owners with 51% ownership
- ☐ Bank statements (last 2 statements)
- ☐ Mortgage statements (most current statement)
- ☐ Home Insurance documents (Declarations page)
- ☐ Loan documents (most current statement)

4. **Personal Federal Tax Returns (Past 3 Years)**

- ☐ Complete personal federal tax returns for the last **3 years**
- ☐ Required for each owner holding **51% ownership**
- ☐ Taxes must include **original signature(s) with date**
    - ☐ If filed jointly, **both signatures** are required
- ☐ Include **all schedules, statements, attachments, worksheets, and footnotes**

5. **Business Federal Tax Returns**

- ☐ Complete business federal tax returns for the past **5 years** or **life of the firm**
- ☐ Taxes must include **original wet ink signature with date**

- ☐ Include **all schedules, statements, attachments, worksheets, and footnotes**
- ☐ If using **Schedule C (Form 1040)** for business taxes:
    - ☐ Provide **all pages** of Schedule C for the past **5 years**

6. **Additional Businesses Owned**

- ☐ Business tax returns for any additional businesses owned
- ☐ Provide past **5 years** or **life of each business**
- ☐ Must include **authentic wet ink signature and date**

7. **Year-End Financial Statements**

- ☐ Year-end financial statements for the past **3 years** (or life of the firm if less than 3 years)
- ☐ New businesses must provide a **current financial statement**
- ☐ **Non-CPA statements are acceptable**

Additional Documents by Business Type

Sole Proprietorship

- ☐ Trade Name Registration (if operating under a trade name)

Limited Liability Company (LLC)

- ☐ Articles of Organization (state-signed)
- ☐ Original and amended Operating Agreements with all exhibits

Corporation

- ☐ Articles of Incorporation
- ☐ Board of Directors and Stockholder meeting minutes
- ☐ Stock ledger
- ☐ All stock certificates (current and canceled)
- ☐ Original and amended Bylaws
- ☐ Shareholder Agreements

Partnership

- ☐ Executed Partnership Agreement(s)
- ☐ Profit-sharing agreement with all attachments