# DOCUMENT CHECKLIST FOR ANNUAL REVIEW

**THIS PAGE MUST BE INCLUDED WITH THE REVIEW PACKET (NO STAPLES)**

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
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<tbody>
<tr>
<td>REQUIRED DOCUMENTS</td>
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- [ ] No Change Affidavit
- [ ] Federal Business Tax Return **[signed and dated]**
- [ ] Maryland Department of Assessments and Taxation – Proof of Good Standing

**Comments:**

<table>
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<tr>
<th>THE FOLLOWING DOCUMENTS ARE REQUIRED ONLY IF OWNERSHIP OR BUSINESS STRUCTURE HAS CHANGED.</th>
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**OWNERSHIP** 
[Including Proof of Payment]

- [ ] Section 3 - Uniform Certification Application
  - Complete page 7 for 51% owner(s) and page 8 for ownership less than 51 %. Provide a separate sheet for each new owner.
- [ ] USDOT Personal Net Worth Statement
  - Please provide a separate sheet for each new owner.
- [ ] Updated Stock Ledger and Stock Certificates
  - Required if the business is a corporation.
- [ ] Resume(s)
  - Required for new owner(s).
- [ ] Proof of Citizenship
  - If claiming minority status.
- [ ] Updated By-Laws or Operating Agreement
- [ ] Current Meeting Minutes
- [ ] Shareholder Buyout Agreements

**BUSINESS STRUCTURE**

- [ ] Articles of Incorporation or Organization
- [ ] By-Laws or Operating Agreement
- [ ] Meeting Minutes
- [ ] Maryland Department of Assessments and Taxation Amendments
  - Documents of a change in business structure from the Maryland Department of Assessments and Taxation (www.dat.state.md.us) is required for Maryland domiciled firms (except sole proprietorships and general partnerships and MBE certified firms).

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**FOR IN-HOUSE USE ONLY. Please do not write below this line.**

<table>
<thead>
<tr>
<th>PROCESSING HISTORY</th>
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<tbody>
<tr>
<td>Date Prepped: By Whom:</td>
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<td>Date Scanned: By Whom:</td>
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<td>Date Reviewed: By Whom:</td>
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