



SUPPORTING DOCUMENTS CHECKLIST

Required Documents for All Applicants

___ Résumés (that include places of employment with corresponding dates), for all owners, officers, and key personnel of the applicant firm.

___ Personal Net Worth Statement for each socially and economically disadvantaged owners who the applicant firm relies upon to satisfy the Regulation's 51% ownership requirement.

___ Personal Federal tax returns for the past 3 years, if applicable, for each disadvantaged owner.

___ Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past 5 years, or the number of years in business, if fewer.

___ Documented proof of contributions used to acquire ownership for each owner (e.g., both sides of cancelled checks).

___ Signed loan and security agreements, and bonding forms.

___ List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle.

___ Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm.

___ Licenses, license renewal forms, permits, and haul authority forms.

___ Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases.

___ Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years.

___ DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertification's, if applicable; and any U.S. DOT decisions on these actions.

___ Bank authorization and signatory cards.

___ Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm.

___ List of all employees, job titles, and dates of employment.

___ Proof of warehouse/storage facility ownership or lease arrangements.

Partnership or Joint Venture

___ Original and any amended Partnership or Joint Venture Agreements.

Corporation or LLC

___ Official Certificate of Formation and current Operating/Shareholder Agreement, if any.

___ Official Articles of Incorporation (signed by the state official).

___ Both sides of all corporate stock certificates and your firm's stock transfer ledger.

___ Minutes of stockholder, member, partner, and board of director's meetings, if any.

___ Company by-laws and any amendments.

___ Evidence of signature authority on the firm's bank accounts.

Failure to provide any of these required documents that are applicable to your firm's application may result in denial of your application.

Optional Documents to Be Provided on Request

The certifying agency to which you are applying may require the submission of the following documents. If requested to provide any of these documents, you must supply them with your application or at the on-site visit. Failure to do so may result in denial of your application.

___ Proof of citizenship or lawful permanent residence

___ Insurance agreements for each truck owned or operated by your firm.

___ Audited financial statements (if available)

___ Trust agreements held by any owner claiming disadvantaged status.

Suppliers

___ List of product lines carried and list of distribution equipment owned and/or leased.