

Documentation Required for WBENC WBE Certification

Please provide all documents listed. If a document is not being submitted, please provide an explanation detailing the reason(s) it is being omitted and/or the reason it is not applicable to the applicant company. Failure to provide the necessary documentation required to ascertain the eligibility of a company is a reason for denial.

Note: Your assigned Regional Partner Organization (RPO) and/or WBENC reserves the right to request additional documentation, if necessary, to determine the eligibility of your firm for certification as a WBE and WOSB (if applying for WOSB certification). In addition, if you have questions regarding the required documents or processing fee, please contact the Regional Partner Organization for your state.

<http://www.wbenc.org/About-WBENC/Regional-Partner-Organizations/>

If applying for **WOSB certification in addition to WBE certification**, please refer to the end of this document for additional WOSB documentation requirements.

General Information – Requirements are the same for all business structures.

- Printed WBE Application *Summary View* of the application form from WBENCLink
 - After completing online WBENC WBE certification application, the WBENC WBE Summary View will automatically open. Do not click submit at this time. Using the print option at the top of the Summary View, print the Summary View and review it to ensure all information is correct. If it is not, return to the application and edit by closing the summary view, making the necessary changes on the appropriate tabs, and clicking “Save and Next” from the “WBE Additional Info” tab. The Summary View will reappear in a popup window once again. After you are confident the information is true and correct, click “Submit” to submit your WBE WBENC application electronically.
 - After you have submitted the application, the system will prompt you to print the Summary View again. Please print two copies. Submit a copy with the required documentation for certification & maintain a copy for your records.
 - **Note:** Prior to submitting the application, the status will be “Application Not Submitted”, once submitted, the status will be “Waiting for Documents.”
- Signed Sworn Affidavit
 - Signed by majority female business owner & notarized by an authorized notary of the U.S. or one of its territories.
 - There is a link to “Print Affidavit” located above the Summary View when it is open.

- WBENCLink User Agreement 3.7
 - Header on this document will read “ Specific Use of Data Obtained From Access to WBENCLink Database Hosted By CVMADVANTAGE”)
 - Must be signed by female listed in the owner section of the online application General tab page.
- Processing Fee
 - Contact your assigned Regional Partner Organization to identify the fee for your business to obtain WBE certification.
- History of the Business
 - Explain the start and history of your business, including when, where, why, with whom, and how the business was started/acquired, as well as an explanation of the primary business of the company
- Professional and business license(s) (if applicable)
- Resumes of all owners, board of directors, and key management team
 - Biographies are not an acceptable substitute
 - Resumes should cover related professional experience

Owner Eligibility – Requirements are the same for all business structures. *One document must be a photo I.D. for identity verification purposes.*

- Evidence of gender for each female owner(s)
 - Copy of current U.S. Passport, U.S. Birth Certificate, or Driver’s License
- Evidence of U.S. Citizenship or Permanent Legal Resident Alien Status for each female owner(s)
 - Copy of current U.S. Passport, U.S. Birth Certificate, naturalization papers, or Permanent Legal Resident Alien Card (green card)

Financial Structure – Requirements are the same for all business structures.

- Financial statements for the business
 - Profit and loss statement that aligns with the most recent tax return submitted
 - Balance sheet that aligns with the most recent tax return submitted
 - For a new business that has been in operation for less than one year, submit an opening balance sheet only
- Three years’ Federal Income Tax returns, as filed with the IRS
 - Includes current and prior two years’ federal income tax returns for the business with **all** schedules and statements attached
 - For businesses less than three years old, substitute personal federal income tax returns for the appropriate number of years with **all** schedules and statements attached. When submitting personal tax returns, you may black out all social security numbers and all dependent names
 - If personal tax returns are being submitted, personal tax returns must be submitted by any individual that owns 10% or more of the ownership interest

- If your company has applied for an extension to file for the most recent tax year, submit extension paperwork
- State tax returns **will not** be accepted in place of federal tax returns and will delay the file processing.
- Please submit copies of the following documents that are currently active (as listed under the Liabilities section of the company's Balance Sheet):
 - Debt instruments
 - Loan agreements
 - Note Payables
 - Promissory notes
 - Surety agreements
 - Security agreements
 - Equipment rental and purchase agreements or proof of purchase of equipment
 - Real estate leases
- Copy of bank signature authorization card or corporate resolution
 - This document should be provided by your financial institution
 - If the item does not exist or your financial institution does not release this information, please have your financial institution write a letter on its letterhead indicating the company name, type of accounts held, date account was opened, who has signature authority for those accounts, as well as any stipulations/restrictions pertaining to signatory authority (e.g. two signatures required for amounts greater than \$10,000)
- Proof of capital and/or equity investment by female owner(s)
 - Any document or written statements indicating the method by which the female owner(s) obtained her ownership interest (e.g. cancelled checks, opening bank statement, proof of stock purchase, written statement by owner, list of contributed equipment/expertise, etc.)

Personnel – Requirements are the same for all business structures.

- List of all full and part time employees by name, position and length of service or date of hire, including all owners
- Employee payroll for the month prior to submitting the application
 - Indicate time span of the pay period on the document
 - For each employee, list his/her name, title/position, hours worked for the pay period indicated, gross pay for the pay period indicated, hourly pay rate and/or commission earned in period (if applicable)
 - Information is required for internal employees, not those who are leased to/from other companies
- W-2s and/or 1099 forms from every owner, officer or director receiving compensation from the company for the most recent year

Management Information - Requirements are the same for all business structures.

- Trust agreement(s) that involve the majority female ownership

- Employee Stock Ownership Plan Agreements (ESOPs)
- Submit copies of the following documents that are currently active *(if applicable)*:
 - Management/consulting agreements
 - Any agreements with individuals and/or vendors who are providing management/consulting services to the applicant company
 - These are agreements that influence the management and/or operations of the applicant company
 - DO NOT submit client agreements between the applicant company and its customers
 - Service agreements
 - These are agreements that influence the day-to-day operations, including the production and/or distribution of the applicant company's product or service
 - Affiliate/subsidiary agreements
 - An affiliation is a relationship where 5% or more of a company's stock is held by a parent company
 - A subsidiary relationship is one where 50% or more of a company's stock is held by a parent company
 - If the affiliate/subsidiary company is a certified WBE, please include a copy of the WBE certificate; otherwise, include only the agreement
 - Franchise Agreements
 - Union Agreements
 - Also known as a labor agreement, these are agreements between workers and management to govern wages, benefits and working conditions.

Governance Information – Requirements **DIFFER** by business structure.

Sole Proprietorships

- Assumed Name Documents

Partnerships

- Partnership Agreements
- Limited Partnership Certificate
 - If Applicant is a limited partnership, submit a certificate of existence and a copy of the certificate of limited partnership issued by the state of formation
- Buy-Out Rights Agreement
- Profit Sharing Agreements

Corporations

- Certificate of Incorporation
- Articles/Charter of Incorporation and any amendments
- Current corporate Bylaws with all amendments
- Minutes from shareholders' first organizational meeting

- Minutes from first meeting of board of directors
- Minutes from shareholders' meeting establishing current ownership
- Minutes from board of directors' meeting establishing current ownership
- Minutes from most recent meeting of shareholders
- Minutes from most recent meeting of board of directors
- Statement from the Board Secretary certifying the names, titles, and gender of all current members of the board of directors
- Both sides of ALL stock certificates issued, including voided and/or cancelled
- Stock Transfer Ledger (Record of stock certificates issued and transferred)
- Voting agreements and other equity interests including stock options, warrants, buy/sell agreements, and right of first refusal
- Schedule of advances made to corporation by shareholders for the preceding three years
- If an out-of-state corporation, proof of authority to do business in state where corporation is headquartered

Limited Liability Corporations

- Certificate of Organization/Existence/Formation (for businesses in states that issue certificates)
- Articles of Organization/Formation and any amendments
- LLC Regulations, Operating Agreement and/or Member Agreement with any amendments
- Member List with Titles and gender
- Schedule of Advances made to LLC by members for the preceding three years
- If an out-of-state LLC, proof of authority to do business in state where LLC is headquartered

Additional Documentation Required ONLY if applying for Woman Owned Small Business Certification (WOSB) Certification

All businesses seeking WOSB Certification must submit:

- Printed WOSB Application Summary View
- Printout of 1st page of System for Award Management (SAM) showing an "Active" status. Direct Link: <https://www.sam.gov/index.html>

NOTE: It may take the SBA up to 48 hours to update your registration to Active.

Partnerships, Corporations, and LLCs must submit one of the following:

- 1st page of IRS Form 941 (Quarterly Tax Return) for preceding 12 months **OR**

- W-3 (Transmittal of Wage & Tax Statements) for past year **OR**
- List of all employees for the past year, *if Form 941 or W-3 are not available/applicable*