



## 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.