



A Look Ahead-Document Prep Checklist: What to Gather Before You Start Applications

In our next session, we will walk through best practices for organizing and securely storing your certification documents.

Business Identification

- ☐ Business license(s)
- ☐ Federal EIN / Tax ID
- ☐ DUNS or UEI (from SAM.gov)
- ☐ NAICS code(s)

Ownership & Legal Structure

- ☐ Operating Agreement (LLC) / Bylaws (Corp)
- ☐ Articles of Incorporation or Organization
- ☐ Stock certificates or member interest ledger
- ☐ Meeting minutes or board resolutions (if applicable)
- ☐ Buy/sell agreements or partnership agreements

Financials

- ☐ Last 3 years of federal tax returns (business & personal)
- ☐ Current balance sheet & income (P&L) statement
- ☐ Personal financial statement (owners) – SBA Form 413 or equivalent
- ☐ Business bank statements (may be required for some programs)

Personal / Certification-Specific

- ☐ Copy of owner(s)' driver's license
- ☐ Proof of U.S. citizenship or lawful permanent residency
- ☐ Resume(s) of majority owner(s) showing control of day-to-day operations
- ☐ DD214 and/or VA rating letter (for VOSB/SDVOSB)
- ☐ Utility bills or leases to prove HUBZone address (business & employees)

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