Supporting Documents Checklist

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Supporting Documents Checklist

Sole Proprietorship - Required Documents

Note: Massachusetts-based sole proprietorships are **not required to be registered** with the Commonwealth's Secretary of Corporations Division. However, check with your municipal city or town office regarding business certificate registration requirements.

___1. Résumés or professional biographies held by owners, officers and key employees demonstrating relevant education, training, and prior employment dates and duties; include roles and duties for current business. Resumes should include start and end dates of all prior employment and any current employment outside the firm.

___2.Required Massachusetts' professional Licenses, license renewal forms, permits, and haul authority forms, certificates or registrations used in the conduct of the business and held by owners, officers and key employees **(if applicable).**

___3. Federal (Form 1040) personal tax returns signed or with proof of e-filing, including all statements and Schedule C or the extension submitted to the IRS. Please do not include state taxes. *** If the business is less than one year old, provide a copy of the firm's opening bank statement.**

___4. Bank authorization and signatory cards or a letter from the bank that states who has signatory authority.

___5. Eligible principals must provide proof of gender, ethnicity, and citizenship, permanent residence, or lawful presence in the U.S. Acceptable documentation includes a copy of a U.S. passport, birth certificate, certificate of naturalization, lawful permanent resident card or tribal identification card (for Native American applicants) or other acceptable documentation verifying lawful presence in the U.S., minority status and/or gender, as applicable.

___6. Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm, **(if applicable).**

___7. Business space documentation depends on the nature of work done by the applicant firm. In general terms: (1) if you operate a home-based business, or if it owns your office building, provide a copy of the most recent property tax bill. (2) If your firm leases space and a written lease exists, provide it. (3) If you lease business space and no written lease exists provide copies of 3 months' rent checks and the landlord's name.

___8. Three (3) recent contracts or invoices from customers or clients for the business that show the scope of service(s) performed and dollar amounts. (If the business is less than a year old, provide marketing materials, letters of intent, or proposals that show your scope of service. The SDO reserves the right to request additional information.

___9. City or Town Business Certificate **(if applicable).**

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

Supporting Documents Checklist

Corporations- Required Documents

Note: Massachusetts -based corporations must be registered with the Commonwealth's Secretary of Corporations Division.

___1. Résumés or professional biographies held by owners, officers and key employees demonstrating relevant education, training, and prior employment dates and duties; include roles and duties for current business. Resumes should include start and end dates of all prior employment and any current employment outside the firm.

___2. Required Massachusetts' professional Licenses, license renewal forms, permits, and haul authority forms, certificates or registrations used in the conduct of the business and held by owners, officers and key employees **(if applicable).**

___3. Federal Business tax returns signed or with proof of e-filing, including all statements / schedules or the extension submitted to the IRS. Please do not include state taxes. *** If the business is less than one year old, provide a copy of the firm's opening bank statement and IRS EIN Letter.**

___4. Bank authorization and signatory cards or a letter from the bank that states who has signatory authority.

___5. Eligible principals must provide proof of gender, ethnicity, and citizenship, permanent residence, or lawful presence in the U.S. Acceptable documentation includes a copy of a U.S. passport, birth certificate, certificate naturalization, lawful permanent resident card or tribal identification card (for Native American applicants) or other acceptable documentation verifying lawful presence in the U.S., minority status and/or gender, as applicable.

___6. Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm **(if applicable).**

___7. Business space documentation depends on the nature of work done by the applicant firm. In general terms: (1) if you operate a home-based business, or if it owns your office building, provide a copy of the most recent property tax bill. (2) If your firm leases space and a written lease exists, provide it. (3) If you lease business space and no written lease exists provide a copy of 3 months' rent checks and the landlord's name.

___8. Three (3) recent contracts or invoices from customers or clients for the business that show the scope of service(s) performed and dollar amounts. (If the business is less than a year old, provide copies of letters of intent, or proposals that show your scope of service. The SDO reserves the right to request additional information.

___9. Articles of Organization, incorporation or association (signed by the state official), include if applicable any amendments filed with the Secretary of the Corporations Division.

___10. Both sides of all issued and cancelled stock certificates **(if issued)**.

___11. Stock transfer ledger (recording stock certificate transactions related to company ownership) **(if applicable**).

___12. Corporate by-laws signed and any amendments showing any changes in officers, ownership or business structure.

___13. Recent Annual Report filed with the Secretary of Corporations Division.

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

Supporting Documents Checklist

Limited Liability Company (LLC) or Limited Liability Partnership (LLP) or Limited Partnership (LP) Required Documents

Note: Massachusetts-based LLCs and LLPs and LPs must be registered with the Commonwealth's Secretary of Corporations Division.

___1. Résumés or professional biographies held by owners, officers and key employees demonstrating relevant education, training, and prior employment dates and duties; include roles and duties for current business. Resumes should include start and end dates of all prior employment and any current employment outside the firm.

___2. Required Massachusetts' professional Licenses, license renewal forms, permits, and haul authority forms, certificates or registrations used in the conduct of the business and held by owners, officers and key employees **(if applicable).**

___3. Federal Business tax returns signed or with proof of e-filing, including all statements / schedules or the extension submitted to the IRS. Please do not include state taxes. *** If the business is less than one year old, provide a copy of the firm's opening bank statement and IRS EIN Letter.**

___4. Bank authorization and signatory cards or a letter from the bank that states who has signatory authority.

___5. Eligible principals must provide proof of gender, ethnicity, and citizenship, permanent residence, or lawful presence in the U.S. Acceptable documentation includes a copy of a U.S. passport, birth certificate, certificate of naturalization, lawful permanent resident card or tribal identification card (for Native American applicants) or other acceptable documentation verifying lawful presence in the U.S., minority status and/or gender, as applicable.

___6. Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm**(if applicable).**

___7. Business space documentation depends on the nature of work done by the applicant firm. In general terms: (1) If your firm is a home-based business, or if it owns your office building, provide a copy of the most recent property tax bill. (2) If your firm leases space and a written lease exists, provide it. (3) If you lease business space and no written lease exists provide a copy of 3 months' rent checks and the landlord's name.

___8. Three (3) recent contracts or invoices from customers or clients for the business that show the scope of service(s) performed and dollar amounts. (If the business is less than a year old, provide letters of intent, or proposals that show your scope of service. The SDO reserves the right to request additional information.

___9. **LLC/LLP/LP Certificate of Formation** (signed by the state official), include if applicable any amendments filed with the Secretary of the Corporations Division.

___10**. LLC/LLP/LP Operating Agreement** (Outlines ownership percentages, how daily operational decisions are made, how decisional deadlocks are broken and how officers are removed.)

__ 11. Recent Annual Report filed with the Secretary of Corporations Division.

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

Supporting Documents Checklist

Partnership- Required Documents

Note: Your Massachusetts-based business is **not required to be registered** with the Commonwealth's Secretary of Corporations Division.

___1. Résumés or professional biographies held by owners, officers and key employees demonstrating relevant education, training, and prior employment dates and duties; include roles and duties for current business. Resumes should include start and end dates of all prior employment and any current employment outside the firm.

__2. Required Massachusetts' professional Licenses, license renewal forms, permits, and haul authority forms, certificates or registrations used in the conduct of the business and held by owners, officers and key employees **(if applicable).**

___3. Federal Business tax returns signed or with proof of e-filing, including all statements / schedules or the extension submitted to the IRS. Please do not include state taxes. *** If business is less than one year old, provide a copy of the firm's opening bank statement and IRS EIN Letter.**

___4. Bank authorization and signatory cards or a letter from the bank that states who has signatory authority.

___5. Eligible principals must provide proof of gender, ethnicity, and citizenship, permanent residence, or lawful presence in the U.S. Acceptable documentation includes a copy of a U.S. passport, birth certificate, certificate of naturalization, lawful permanent resident card or tribal identification card (for Native American applicants) or other acceptable documentation verifying lawful presence in the U.S., minority status and/or gender, as applicable.

___6. Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm, **(if applicable).**

___7 . Business space documentation depends on the nature of work done by the applicant firm. In general terms: (1) If your firm is a home-based business, or if it owns your office building, provide a copy of the most recent property tax bill. (2) If your firm leases space and a written lease exists, provide it. (3) If you lease business space and no written lease exists provide a copy of 3 months' rent checks and the landlord's name.

___8. Three (3) recent contracts or invoices from customers or clients for the business that show the scope of service(s) performed and dollar amounts. (If the business is less than a year old, provide letters of intent, or proposals that show your scope of service. The SDO reserves the right to request additional information.

___9. **Partnership Agreement** (Outlines ownership percentages, how daily operational decisions are made, how decisional deadlocks are broken, and how officers are removed.)

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

Supporting Documents Checklist

Trusts- Required Documents

Note: Your Massachusetts-based trust **must be registered** with the Commonwealth's Secretary of Corporations Division.

___1. Résumés or professional biographies held by owners, officers and key employees demonstrating relevant education, training, and prior employment dates and duties; include roles and duties for current business. Resumes should include start and end dates of all prior employment and any current employment outside the firm.

___2. Required Massachusetts' professional Licenses, license renewal forms, permits, and haul authority forms, certificates or registrations used in the conduct of the business and held by owners, officers and key employees **(if applicable).**

___3. Federal Business tax returns signed or with proof of e-filing, including all statements / schedules or the extension submitted to the IRS. Please do not include state taxes. *** If the business is less than one year old, provide a copy of the opening bank statement and the IRS EIN Letter.**

___4. Bank authorization and signatory cards or a letter from the bank that states who has signatory authority.

___5. Eligible principals must provide proof of gender, ethnicity, and citizenship, permanent residence, or lawful presence in the U.S. Acceptable documentation includes a copy of a U.S. passport, birth certificate, certificate of naturalization, lawful permanent resident card or tribal identification card (for Native American applicants) or other acceptable documentation verifying lawful presence in the U.S., minority status and/or gender, as applicable.

___6. Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm, **(if applicable).**

___7. Business space documentation depends on the nature of work done by the applicant firm. In general terms: (1) If your firm is a home-based business, or if it owns your office building, provide a copy of the most recent property tax bill. (2) If your firm leases space and a written lease exists, provide it. (3) If you lease business space and no written lease exists provide a copy of 3 months' rent checks and the landlord's name

___8. Three (3) recent contracts or invoices from customers or clients for the business that show the scope of service(s) performed and dollar amounts. (If the business less than a year old, provide marketing materials, letters of intent or proposals that show your scope of service. The SDO reserves the right to request additional information.)

___9. A copy of the trust agreement.

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

Supporting Documents Checklist

Non-Profit Organizations (NPO) Required Documents

Note: Your business **must be registered** with the Commonwealth's Secretary of Corporations Division and the Massachusetts Attorney General's Division of Public Charities.

___1. Résumés or professional biographies held by trustees, owners, officers and key employees, including the NPO's executive director, demonstrating relevant education, training, and prior employment dates and duties; include roles and duties for current NPO. Resumes should include start and end dates of all prior employment and any current employment outside the firm.

___2. Required Massachusetts' professional Licenses, license renewal forms, permits, and haul authority forms, certificates or registrations used in the conduct of the business and held by owners, officers and key employees **(if applicable).**

___3. Bank authorization and signatory cards or a letter from the bank that states who has signatory authority.

___4. Articles of Organization, incorporation or association, (signed by the state official), include, if applicable any amendments filed with the Secretary of Corporations Division.

___5. By-laws and if any amendments showing any changes in officers, ownership or business structure.

___6. Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm, **(if applicable).**

___7. Business space documentation (1) If your firm is a home-based NPO, or if it owns your office building, provide a copy of the most recent property tax bill. (2) If your firm leases space and a written lease exists, provide it. (3) If you lease space and no written lease exists provide a copy of 3 months' rent checks and the landlord's name.

___8. Three (3) recent contracts or invoices from customers or clients for the NPO that show the scope of service(s) performed and dollar amounts. (If the business less than a year old, provide marketing materials, letters of intent, or proposals that show your scope of service. The SDO reserves the right to request additional information.)

___9. IRS tax-exempt certification letter for a 501 (c) (3) or 501 (c) (4) organization.

___10. Statement of all Board of Directors/Trustees members. For each member identify US citizenship/permanent resident status, gender, ethnicity and current term start and end dates.

___11. Form PC filed with the Massachusetts Attorney General, Division of Public Charities. Note this form is available for download at: http://www.charities.ago.state.ma.us/charities/index.asp.

___12. Page 1 of the Federal (Form 990) tax return.

___13. Current or proposed budget.

___14. Massachusetts Non-Profit Annual Report filed with the Massachusetts Secretary of Corporations Division.

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

Supporting Documents Checklist

Additional Required Documents- (Out-of-State, Veteran, & Cannabis)

Out-of-State Business

_____Home State Certification Letter.

_____Home State Site Visit Report and/or Contact information.

_____Home State Annual Report filing.

Veteran Business

_____DD214 Form.

Massachusetts-based Cannabis Business

_____City or Town's Host Community Agreement.

_____CCC Executive Summary.

_____Business Plan, if applicable.

_____CCC Provisional and Final Licenses, if any.

Supporting Documents Checklist

Additional Documents (If applicable)

*The Supplier Diversity Office (SDO) may require the submission of the following documents. If requested to provide any of these documents, you must upload into the **"Document Center"** on the top panel of the portal and choose under drop down box, new application.*

____Buyout or Purchase and Sales Agreement.

____Asset and Purchase Agreement.

____Shareholder Agreement.

____Union Agreement.

____Franchise Agreement.

____Trust Agreements (held by any owner claiming certification status).

____Employee Stock Option Plan or Agreement (ESOP).

____Distributor's/ Service Agreements.

____List of product lines carried and list of distribution.

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

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

_____Proof of inventory and related warehouse/storage facility ownership or lease arrangements.

_____Insurance agreements for each truck owned or operated by your firm.

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

_____Signed loan and security agreements, and bonding forms.

_____Audited financial statements (if available).

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