

REQUIRED DOCUMENTS CHECKLIST: SDO APPLICATION

Please print out this list, and use it to indicate which documents are being sent by writing an "X" on the left side.

You have 30 calendar days from the day your online application is submitted to submit the SDO application **in its entirety**. This consists of the original signed and notarized SDO application and the required and applicable documents from the list below. For example, if you submitted your application February 26, 2004, the application and documents must be in the SDO office by 5:00 pm on March 26, 2004. Failure to adhere to this deadline will result in your application being placed in the inactive file. Thereafter, your application or request for certification **would not be reactivated for at least 120 days following the date of your written request to re-open.**

For required documents that cannot be submitted, a signed and notarized affidavit explaining why must be sent in its place.

Please forward these items to the Certification Unit at the following address:

Supplier Diversity Office (SDO)
The McCormack Building
One Ashburton Place, Room 1313
Boston, MA 02108

Thank you for your interest in SDO certification!

Please note that this list applies to the SDO (MBE, WBE) application only.

REQUIRED DOCUMENTS

A. All Applicants

1. _____ Current resumes of all principals and key employees showing education, training and prior employment with dates. Please include your current position with the applicant company, describing your role and responsibilities.
2. _____ Last fiscal year balance sheet (showing assets and liabilities). If the business is less than one year old, please submit opening balance sheet for those months in business.
3. _____ Last fiscal year income statement. If the business is less than one year old, please submit opening income statement for those months in business.
4. _____ Copy of bank signature card or bank corporate resolution showing signatories for all business accounts. If your bank will not release this information, please submit a letter from your bank indicating the signatories of the account.
5. _____ Copies of five recent canceled checks (front and back) written for business purposes. If cancelled checks are not available, please submit evidence of business purchases, such as a credit card statement with business purchases highlighted and described.
6. _____ Original signed Request for Verification of Taxation Reporting Information (W9) Form. Please **do not date this form**. Form can be downloaded at:
<http://www.mass.gov/anf/docs/osd/sdo/forms/sdo-request-form.pdf>
7. _____ **Original** signed Commonwealth Terms and Conditions Form. Please **do not date this form**. Form can be downloaded at: <http://www.mass.gov/anf/docs/osd/sdo/forms/state-terms-conditions.pdf>
8. _____ Copies of three contracts invoices, or marketing materials prepared for the business that show the scope of service(s) performed and dollar amounts.
9. _____ Written narrative describing business space. For all businesses, (including inhome businesses) please describe your business space. Include an address and phone number, as well as a description of the tools or equipment used in the daily operations of the business (phone, fax, computer, etc.), along with monthly rent if applicable. If premises are leased, enclose a copy of the commercial lease. Tenants at will should include copies of three rent checks. If a commercial space is owned and the business is not an in home business, please enclose copies of the most recent property tax bill.

B. Minority Business Enterprise Only

10. _____ Document showing ethnicity, i.e., copy of birth certificate or similar proof. If Native American (American Indian), please provide a copy of your tribal registration card/certificate.

C. Women Business Enterprise Only

11. _____ Document showing gender, i.e., copy of birth certificate or similar proof.

OWNERSHIP DOCUMENTATION (varies, depending upon business structure)

D. Sole Proprietorship

12. _____ Most recent year personal federal tax return signed and dated (Form 1040). 13
_____ Business Certificate in city or town where company is located.

E. Partnership

14. _____ Partnership agreement.
15. _____ Most recent year partnership schedule (Form 1065) of federal tax return signed and dated.

F. Corporation

16. _____ Articles of Organization, with all amendments.
17. _____ Bylaws, with all amendments.
18. _____ Minutes of the first organizational meeting, and all subsequent corporation meeting minutes that reflect any change in ownership or business structure, etc.
19. _____ Copies of the front and back of all issued and cancelled stock certificates, and copy of stock transfer ledger.
20. _____ Most recent year federal tax return (Form 1120 or 1120s) signed and dated.
21. _____ Massachusetts Annual Report most recent year.

G. Business Trust

22. _____ Declaration of Trust.
23. _____ Declaration of Trust Amendments.
24. _____ Report of Voluntary Associations and Trust Annual Report.
25. _____ Agreement and Plan of Reorganization.
26. _____ Trust Stock Certificate and Stock Transfer Ledger.
27. _____ Most recent 1120 federal tax return signed and dated.

H. Limited Liability Partnership or Company

28. _____ Partnership - Limited Liability Partnership Certificate of Organization and Operating Agreement.
29. _____ Company Limited Liability Company Certificate of Organization and Operating Agreement.

I. Foreign Corporation (any corporation not Massachusetts incorporated; e.g. Delaware, Nevada, etc.)

30. _____ Articles of organization, incorporation or association, with all amendments.
31. _____ Bylaws, with all amendments (any change in ownership or business structure, etc).
32. _____ Copies of the front and back of all issued and cancelled stock certificates, and copy of stock transfer ledger.
33. _____ Most recent year federal tax return (Form 1120 or 1120s) signed and dated.
34. _____ Massachusetts Foreign Corporation Annual Report most recent year.
35. _____ Massachusetts Foreign Corporation Certificate of Registration.
36. _____ Annual Report from your home Secretary of State's Office, if applicable.

ADDITIONAL DOCUMENTS (Include these only if they apply. If not, please indicate "N/A")

37. _____ If not a citizen, please provide proof of permanent resident status.
38. _____ Loan agreement(s) or any instrument(s) encumbering the company's assets.
39. _____ Lease or rental agreement(s) for equipment.
40. _____ Title(s) or registrations for vehicles.
41. _____ Professional licenses used in the conduct of business, if any.
42. _____ Indemnity agreement for bond.
43. _____ Buyout or purchase and sale agreement for business.
44. _____ Profit sharing agreement.
45. _____ Copies of third party agreements, such as management service agreements, etc.
46. _____ Letter(s) showing certification, decertification or denial of certification from any other agency, including the Small Business Administration's 8A program. Please include as many letters of certification as have been issued to the company. If company is located outside Massachusetts, please include a copy of your company's most recent onsite visit report and certification letter that was prepared by your home state certifying agency.
47. _____ Signed release on company letterhead allowing SDO to contact your home state certifying agency, if company is located outside Massachusetts.