

**\*ATTENTION:** Only provide documents in PDF format and only provide personal documents (i.e., birth certificate, photo I.D., driver's license, U.S. passport, etc...) for persons who are HUB eligible (i.e., women, minority, service-disabled veterans), as those documents are only needed for HUB eligible owners, not all owners.



## CORPORATION CHECKLIST

**\*\* If another business or person(s) owns 50% or more of the enterprise, then that affiliate also must provide HUB application documentation. The size of a small business does include affiliations (per U.S. Small Business Administration) and will be included in determining HUB certifications.**

- 1. Statement of Eligibility downloaded from the B2G HUB system OR from the HUB website:**
  - This document is an attestation you meet all the HUB eligibility requirements.
  - Must be signed and dated by the HUB eligible owner(s) making up the 51% HUB-eligible ownership or the highest-ranking HUB-eligible officer (i.e., CEO or president).
- 2. Proof of issuance of the company's federal Employer Identification Number (EIN#):**
  - Vendor will need to obtain a Federal Employer Identification Number (EIN#) issued by the Internal Revenue Service (IRS) to upload it with their mandatory application documents.
  - We suggest you obtain the EIN# online, so you can print the IRS EIN# issuance letter before you close out with the IRS. Otherwise, it will take a few weeks to receive the IRS letter via mail.
- 3. Proof of U.S. citizenship/ethnicity for the eligible applicant (provide one of the following):**
  - Birth Certificate or
  - U.S. Passport or
  - Certificate of Naturalization or
  - Tribal ID recognized by the Bureau of Indian Affairs (Native American only).
- 4. Veterans must provide proof of service-connected disability status with the following:**
  - Form DD-214 Military Discharge, and
  - Disability Rating Letter issued by the Department of Veteran Affairs or Department of Defense.
- 5. Official photo ID (one of the following):**
  - Texas Driver License or
  - Texas Identification Card.
- 6. Proof of Texas residency for eligible applicant(s) with one of the following:**
  - Texas Driver License or
  - Texas Identification Card or
  - Texas County Appraisal District's Property Tax Statement confirming your Texas address as a homestead or
  - Apartment or home lease agreement confirming Texas residency for at least one year prior to applying for HUB certification.
- 7. Corporate Federal Income Tax Return Form 1120 or Form 1120-S to include a complete copy with all schedules and attachments:**
  - For new businesses that have not yet filed a tax return, complete a Corporation Affidavit of Ownership / Business Balance Sheet Form, which can be downloaded in the B2G HUB system or from the HUB website.
- 8. Employers Quarterly Reports:**
  - Provide all four quarters of the same year as the corporate federal income tax return you are submitting.
- 9. Stock Certificates and Stock Issuance/Transfer Ledger:**
  - Copies of all stock certificates, and
  - Copy of the stock issuance and transfer ledger that records all issued and transferred certificates from inception to the present ownership.

*(continued on next page)*



**10. Texas Secretary of State filing:**

- Articles of Incorporation and Certificate of Organization and any amendments.
- Certificate of Formation and Certificate of Filing and any amendments.

**11. Signed and dated shareholder and board of director meeting minutes (copy of both of the following):**

- Organizational meeting minutes, first meeting ever held.
- Meeting minutes within last 12 months/year that also identify the current board of directors and officers.

**12. Signed and dated corporate bylaws must include:**

- Shareholders and board of director meetings.
- Quorum for shareholder and director meetings.
- Voting must verify HUB eligible applicant(s) ability to make independent decisions.
- Removal of Directors.
- Bylaws need to be signed and dated.

**13. Signed Shareholders Agreement (this is a separate document to the bylaws, if applicable):**

- Provide a copy of your shareholder agreement if your corporation operates under such a document in addition to the corporate bylaws. If not, you can indicate not applicable.

**14. Current bank signature card (not a debit or credit card) or signed letter from a business banking institution to include:**

- Business full name.
- Bank account number.
- Authorized signers on bank account.

**15. Current signed business loan agreements and promissory notes (if applicable).**

**16. Current professional licenses and permits (if applicable).**

**17. Current signed business site lease agreement (if leasing) or current county tax appraisal statement (if property is owned) including:**

- Lease amendments/renewals.
- If the applicant is not the property owner and does not have a formal written lease agreement, provide a copy of the most current county tax appraisal for the property and a signed and dated letter from the property owner identifying the physical address and the term of property usage.

**18. Please provide a detailed description of your other business ownership (if applicable) to include:**

- The name and location of the business, and
- The normal business hours for the business applying for HUB certification, and
- The days and specific hours per day you devote to the operation of the business vs. the days and specific hours per day you dedicate to the operation of the business applying for HUB certification during its normal business hours, and
- The name(s) of the individual(s) in charge of the business applying for HUB certification during your absence.

**Please provide a detailed description of your other employment (if applicable) to include:**

- The name and location of the employer, and
- The days, and specific hours per day, you are employed at your other employment, and
- The normal business hours for the business applying for HUB certification, and
- The days and specific hours per day you dedicate to the operation of the business applying for HUB certification during its normal business hours and
- The name(s) of the individual(s) in charge of the business applying for HUB certification during your absence.

**19. Detailed explanation if your business has ever been denied certification by any other service-disabled veteran, minority- or woman-owned business certification organization.**

- Please explain the reason for denial.