

**\*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 only are needed for HUB-eligible owners, not all owners.



## LIMITED LIABILITY COMPANY (LLC) 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 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. Provide verification of 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 through one of these:**
  - Birth Certificate.
  - U.S. Passport.
  - Certificate of Naturalization.
  - Tribal Required ID recognized by the Bureau of Indian Affairs (Native American only).
- 4. Veterans must provide this proof of service-connected disability status:**
  - DD-214 Military Discharge.
  - 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 to include a complete copy with all schedules and attachments:**
  - Form 1065 or
  - Form 1120, 1120-S or
  - 1040 Schedule C (single member LLC's only).
  - For new businesses that have not filed a tax return, complete a Limited Liability Company 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.

*(continued on next page)*



**9. Membership Certificates (if required):**

- This is only required of Limited Liability Companies (LLC) that have issued membership certificates, as not all LLCs are required to issue membership certificates. Please reference your Company Operating Agreement or Company Regulations to see if certificates are a requirement.

**10. Membership Issuance / Transfer Ledger: record of all ownership issuance and transfers from inception to the present ownership:**

- Owner name.
- Owner address.
- Certificate Number (if certificates have been issued).
- Number of Units assigned to a certificate or percentage of ownership (if no certificates issued).
- Date.
- Amount paid.
- Transfers / surrendered certificates listed in surrendered column (if applicable).

**11. Texas Secretary of State filing (provide both documents):**

- Articles of Incorporation and Certificate of Organization (older companies) and all amendments or
- Certificate of Formation and Certificate of Filing (newer companies) and all amendments.

**12. Signed and dated copies of member and manager meeting minutes:**

- Organizational meeting minutes, first meeting ever held.
- Meeting minutes held within last 12 months that identify the current members, managers listed on Secretary of State filing (if applicable) and officers (if applicable).
- Single member LLCs operating like Sole Proprietorships will need to upload a statement on company letterhead identifying the current member, manager(s) listed on Secretary of State filing (if applicable) and the officers (if using titles such as CEO, president, vice president, secretary, treasurer).

**13. Company Operating Agreement or Company Regulations need to address these details:  
(PLEASE DO NOT PROVIDE YOUR EMPLOYEE HANDBOOK OF COMPANY RULES)**

- Member and manager meetings.
- Quorum for members and or manager meetings.
- Voting must verify HUB eligible applicant(s) ability to make independent decisions at member or manager meetings.
- Removal of managers (if applicable).
- Single member LLCs operating like Sole Proprietorships that do not currently operate under an operating agreement will need to upload a signed and dated statement on company letterhead stating that “as a single member-run company they are not required to operate under a Company Operating Agreement / Company Regulations and that if ever additional members or managers are added to the company they understand that they will have to provide the Texas Comptroller of Public Accounts HUB program with a copy of a Company Operating Agreement / Company Regulations.”

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

- Business full name.
- Bank account number.
- Identify authorized signers on the 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.