

***ATTENTION:** Provide documents in PDF format only (not Word, Excel, jpg, tif, heic, pages, etc.) and only provide personal documents (i.e., birth certificate, photo ID, driver's license, U.S. passport etc.) for persons that are HUB eligible (i.e., women, minority, service-disabled veterans) as those documents are needed for HUB eligible owners, not all owners.



RECERTIFICATION CHECKLIST – SOLE PROPRIETORSHIP

****If a HUB eligible owner owns 50% or more in another business entity, it will be considered an affiliated business. The affiliated business must also provide HUB documentation (i.e., most current business federal income tax return due and Employer Quarterly reports for the same year as the tax return being submitted). The size of a small business includes affiliations (per U.S. Small Business Administration) and will be included in determining HUB certification graduation.**

1. **Statement of Eligibility downloaded from the [HUB website](#):**
 - This document attests that 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. **Official photo ID (one of the following):**
 - Texas Driver License or
 - Texas Identification Card.
3. **Sole Proprietorship Federal Income Tax Return 1040 Scheduled C, 1040 Profit and Loss (Pages 1-2) for the most current year that is due.**
4. **Employers Quarterly Reports:**
 - Provide all four quarters of the same year as the corporate federal income tax return you are submitting.
5. **Current signed business loan agreements and promissory notes (if applicable).**
6. **Current professional licenses and permits (if applicable).**
7. **Current signed business site lease agreement (if leasing) or current county tax appraisal statement (if property is owned) including:**
 - Lease amendments/renewals.
 - » If you are currently operating the business out of your residence and you own the property, please provide a copy of the most current county tax appraisal report for the property.
 - » If you are leasing or renting, please provide a copy of the current lease agreement, signed by both the landlord and tenant.
 - » If you are leasing or renting, or occupying the premises with no written lease, please provide a signed and dated statement from the property owner verifying that you are operating the business on the property, including the term (month, year, etc.) of the agreement.
 - » If you have a virtual office agreement, please provide a signed copy of the entire agreement.
8. **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.
9. **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.
10. **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.