



Required documents for MBE, EDGE, and WBE certification

Documents Required of ALL Businesses	
<input type="checkbox"/>	Passport or Birth Certificate, or Certificate of Naturalization #1
<input type="checkbox"/>	Last tax year's State of Ohio tax return (Ohio IT 1040 or IT1040EZ) for the at least 51 percent owner(s) #2
<input type="checkbox"/>	Bank Signature Card or a letter, on the bank's letterhead, explaining who has signature authority for the company's bank accounts #3
<input type="checkbox"/>	Personal federal tax returns of the at least 51 percent owner(s) (Form 1040, 1040A, or 1040EZ for the three tax years) for the past three tax years and W-2s and/or 1099s for the at least 51 percent owner(s) and spouses for the past three tax years #4
<input type="checkbox"/>	Business taxes, including Schedule K-1 and/or Form 1065, 1120, or 1120S or Schedules C or C-EZ for the past three years or the life of the company #5
<input type="checkbox"/>	Most recent annualized Balance Sheet #6
<input type="checkbox"/>	Most recent annualized Cash Flow Statement #7
<input type="checkbox"/>	Most recent annualized Profit and Loss or Income Statement #8
<input type="checkbox"/>	Facility lease or ownership documentation #9
<input type="checkbox"/>	Loans and security agreements, including bonds and company and personal promissory notes #10
<input type="checkbox"/>	Equipment list, including vehicles, and associated title documents #11
<input type="checkbox"/>	List of subcontractors or suppliers used and associated agreements #12
<input type="checkbox"/>	Two largest signed contracts #13

Please provide the following additional documents based on your company's business structure.

Partnerships

<input type="checkbox"/>	Partnership Agreement
<input type="checkbox"/>	Resume

Corporations

<input type="checkbox"/>	Stock certificates (both sides) issued by the company
<input type="checkbox"/>	Stock journal or ledger
<input type="checkbox"/>	Resume

Limited Liability Companies

<input type="checkbox"/>	Unit certificates
<input type="checkbox"/>	Unit journal or ledger
<input type="checkbox"/>	Resume