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## Supporting Document Checklist for the Veteran-Friendly Business Enterprise Program

In addition to completing [the application](#) for certification into the Veterans-Friendly Business Enterprise (VBE) program, records verifying veteran status, which are forms or official documentation that prove a service member is currently active or a veteran who has been honorably discharged or discharged under honorable conditions from a branch of the Armed Forces, must also be submitted.

Acceptable records include the following:

- United States Department of Defense form 214 (DD-214).
- United States Department of Defense form 215 (DD-215).
- United States Uniformed identification card (DD Form 2).
- United States Department of Veterans Affairs identification card.
- United States Department of Defense military identification.
- Ohio driver's license with armed forces logo.
- National Guard Bureau Form 22 (NGB-22); or
- Any other official documentation verifying status.

**Documents will not be returned**, so if submitting hard copies, **please submit copies only**. *Failure to submit required documentation will be cause to deny your VBE application.*

- Submit electronic records to [dev-eod.bccu@development.ohio.gov](mailto:dev-eod.bccu@development.ohio.gov)

If you have any questions, please contact the Minority Business Development Division (MBDD) of the Ohio Department of Development at 614-466-8380.

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### If Veteran Employment Standard selected was. . .

- I. **“At least fifty one percent of the business is owned by veterans or persons on active service,”** the following documents are required:
  - Any of the above-noted acceptable records verifying veteran status **for each owner listed as a veteran or persons on active service**, and

- The following applicable documentation:
  - If the business is a sole proprietorship**, then *either*
    - Forms 1040, 1040A, or 1040EZ (federal individual tax return) for the business owner; or
    - Schedule “C” for the business owner.
  - If the business is a corporation**:
    - Stock Certificates and
    - Stock Ledger or Journal
  - If the business is a limited liability company**:
    - Unit Certificates and
    - Unit Journal or Ledger
  - If the business is a partnership**: Partnership Agreement

II. **“At least ten percent of the employees of the business are veterans or on active service,”** the following documents are required:

- Either of the following two documents:
  - Last four quarters of the Unemployment Compensation Quarterly Report, or
  - List of all active full- and part-time employees listed by name and length of service (hire date and termination date) for the previous 12-month period.
- Any of the above-noted acceptable records verifying veteran status **for each employee listed as a veteran or persons on active service that makes up ten percent on the applicant business’s workforce.**

III. **“If the business is a corporation (a) that is not owned by veterans or persons on active service and (b) does not have a workforce ten percent of which are veterans or on active**

**service, at least fifty one percent of the board of directors are veterans or people on active service”** the following documents are required:

- Either of the following two documents:
  - Most recent meeting minutes that indicate current directors, or
  - Director roster
- Any of the above-noted acceptable records verifying veteran status **for each director listed as a veteran or persons on active service.**

IV. **“Certified by the U.S. Dept. of Veterans Affairs as a Service-Disabled Veteran-Owned Small Business or a Veteran-Owned Small Business and the owner(s) of the business meets the definition of veteran (OAC 123-5-1-01 (II))”** the following documents are required:

- Any of the above-noted acceptable records verifying veteran status **for each owner listed as a veteran or persons on active service.**