

REQUIRED DOCUMENT CHECKLIST

Along with the M/WBE Application, you will need to provide additional supporting documents.

RESUME

Current, chronological resume for person(s) with ownership interest in the business, including current position and duties within the business, past experience, training, and education — bios are not acceptable

BANK SIGNATURE CARD

Bank signature card or letter from bank identifying all persons, even a sole-signer, currently authorized to sign on each account, any limitations on a signer's authority, including all business account number(s)

TAX RETURNS

Most recently completed year of the business' Federal, State, and City signed tax returns, including all schedules, as filed with the relevant tax authority

U.S. CITIZENSHIP/PERMANENT RESIDENT ALIEN STATUS

Proof of U.S. citizenship or permanent resident alien status (e.g. copy of passport, birth certificate, naturalization certificate, green card) for each minority- or woman-owner listed

LICENSE/PERMITS

Copies and/or documentation of license(s), permit(s), bond(s) and certification(s)

LEASE AGREEMENT

Current lease agreement, proof of ownership or deed for business location(s), including home office(s), warehouse(s), and equipment storage, if applicable

Signed agreement or proof of ownership/deed must be valid for at least six (6) months after date application is submitted

BUSINESS CONTRACTS/INVOICES

One (1) or more completed and signed contracts or invoices, along with proof of payments, for services performed by the business, within the geographic market of New York City during the past year

MINORITY GROUP STATUS

Proof of ethnicity for each owner claiming minority group status, as described in M/WBE eligibility requirements

BUSINESS START/ORIGINATION

Proof of how the business was initially capitalized (e.g. cancelled checks, purchase receipts, any loan agreements or proof of business expenses)

Only submit those documents, checked-off in the grid below, based on your business' structure.

DOCUMENT DESCRIPTION	PARTNERSHIP	LP	LLP	LLC	CORP
Business Certificate As filed with the county clerk, including amended certificates. Only required if your business name is an assumed name	✓				
State filing receipt Include any amended receipts		✓	✓	✓	✓
LLC Articles of Organization or Articles of Incorporation				✓	✓
Partnership Agreements, LLC Organizational Agreement, or Corporate Bylaws	✓	✓	✓	✓	✓
Membership/Stock Certificates All issued membership or stock certificates (front and back), as well as next un-issued certificate				✓	✓