



SMALL BUSINESS ENTERPRISE (SBE) DOCUMENT CHECKLIST

For All Applicants:

- 1) Completed SBE certification application.
- 2) Completed SBE Affidavit of Certification. **MUST BE NOTARIZED**
- 3) Proof of U.S. citizenship in the form of a U.S. Passport *or* Permanent Resident Card *or* Certificate of Naturalization **or birth certificate** **AND** government issued photo **identification** (e.g. driver's license).
- 4) Completed Personal (Financial) Net Worth Statement for all owners constituting 51% ownership. (must be on MDOT form-signed, dated and notarized) **with all supporting documents.**
- 5) Complete copy of **personal federal tax returns** for the past three (3) years for each owner constituting 51% ownership **with signature and date.** Include all schedules. (remove state tax returns)
- 6) Complete copy of **business federal tax returns** for the past five (5) years with **signature and date.** Include all schedules. (include taxes for other businesses owned by the applicant) (remove state tax returns)
- 7) Year-end financial statements of the business for the past three (3) years or life of the firm if less than three years. A new business must provide a current financial statement. Non-CPA statements are acceptable.

Additional Documents For Corporation:

- 1. Official Articles of Incorporation (signed by the State official).
- 2. Both sides of all corporate stock certificates and your firm's stock transfer ledger.
- 3. Minutes of all Stockholders and Board of Directors meetings.
- 4. Corporate By-laws and any amendments.

(Over)

Additional Documents For Limited Liability Company:

- 1. Copy of the firm's official Articles of Organization signed by the State official.
- 2. Copy of the original and amended Operating Agreement.

Additional Document(s) For Partnership:

- 1. Original and any amended Partnership Agreement.

Additional Document(s) For Sole Proprietorship:

- A copy of Trade Name Registration from the Maryland Department of Assessments and Taxation (www.dat.state.md.us) is required for all certified firms using a Trade Name.