

# NEW/EXPIRED CERTIFICATION CHECKLIST

The following information (**copies**) must be attached to your application. Missing Failure to submit all appropriate documentation or incomplete information will delay the processing of your application.

## ALL

- ☐ Work experience resumes that include places of ownership/employment and corresponding dates of all owners and key employees;
- ☐ Birth certificate of owners;
- ☐ Ethnic documentation, passport, naturalization certification of owners, tribal cards; (for MBE applicants)
- ☐ State issued identification card or driver's license;
- ☐ Entire copy of personal tax returns for the last 3 years, if applicable; (if no corporate taxes are filed)
- ☐ Documented proof of contributions used to acquire ownership for each owner (e.g. both sides of cancelled checks);
- ☐ Signed secure loan agreement and security agreements, if any;
- ☐ Description of real estate and proof of ownership listed;
- ☐ List of equipment leased and signed lease agreements;
- ☐ List of construction equipment and/or vehicles owned and titles/proof of ownership;
- ☐ Signed lease(s) for office/storage space;
- ☐ End of Year Balance Sheets and Income Statements for the past 3 years (or life of firm if less than 3 years). A new business must provide a current Balance Sheet;
- ☐ Relevant professional license(s);
- ☐ DBE/MBE/WBE/VBE/DOBE, SBA 8 (a) or SDB certifications or denials and de-certifications;
- ☐ Bank Authorization and Signatory cards;
- ☐ Business Plan (optional);
- ☐ Schedule of salaries paid to all officers, managers, owners or directors of the firm (W-2s);
- ☐ Registration is required of your company with the City's Purchasing Division at [www.indy.gov/purch](http://www.indy.gov/purch) as a vendor with the credentials as stated in question #8a above.

## Sole Proprietorship

- ☐ Assumed name, fictitious name or other registration certificate from appropriate governmental agency.

## Partnership or Joint Venture

- ☐ Original and any amended Partnership or Joint Venture Agreements;
- ☐ Assumed name, fictitious name, doing business as (D/B/A), or other registration certificate from appropriate governmental agency, if applicable;
- ☐ Partnership tax returns for the last 3 years (Personal taxes can be requested);
- ☐ Organizational Chart (*if multiple owners*);

## Corporation

- ☐ Official Articles of Incorporation (signed by the state official);
- ☐ Both sides of all Corporate Stock Certificates and Stock Transfer Ledger;
- ☐ Minutes of all stockholders and Board of Directors meetings;
- ☐ Shareholders' Agreement;
- ☐ Corporate By-laws and any amendments;
- ☐ Entire copy of corporate tax returns for the last 3 years (Personal taxes can be requested);
- ☐ Organizational Chart (*if multiple owners*);

## LLC

- ☐ Entire copy of corporate tax returns for the last 3 years (Personal taxes can be requested);
- ☐ Membership Certificate;
- ☐ Certificate of Organization;
- ☐ Organizational Chart (*if multiple owners*);

## Disability Owned Business Enterprise (DOBE)

- ☐ Completed Affidavit of Disability Application, City of Indianapolis;

## Veteran Business Enterprise (VBE)

- ☐ DD-214 (honorable discharge);

\*Additional documents may be requested