

## Documentation Required for Recertification

All documents listed must be provided to complete the file for recertification. If a document is not being submitted, please provide an explanation detailing the reason(s) it is being omitted and/or how it is not applicable to the applicant company. If applying for WOSB certification *in addition* to the WBENC WBE certification, please refer to the end of this document for additional WOSB documentation requirements.

**Note:** Your assigned Regional Partner Organization (RPO) and/or WBENC reserves the right to request additional documentation, if necessary, to determine the eligibility of your firm for certification as a WBE and WOSB (*if applying for WOSB certification*).

**General Information** – Requirements are the same for all business structures.

- **Printed WBENC WBE Application Summary View**
  - This form will be available to you when you complete and submit the Product/Management tab of the recertification.
  - Note: If you wish to print before you submit the recert to ensure no edits are required, click WBENC WBE Application Summary View under your tabs. However, don't forget to complete and submit the Product/Management tab as this must be done in order to process your application.
- **Signed Sworn Affidavit**
  - Signed by majority female business owner & notarized by an authorized notary of the U.S. or one of its territories.
  - There is a link to "Print Affidavit" located above the WBE Application Summary View when it is open.
- **WBENCLink User Agreement 3.7**
  - Must be signed by majority female owner
  - Agreement can be found at:
- **Processing Fee**
  - The processing fee and the address of your Regional Partner Organization appear at the top of your WBENC WBE Application Summary View.
- **Business/professional licenses** or tax certificate, *if new or renewed since last certification*
- Current **Resumes** for any new owners, officers or directors
  - Biographies are not acceptable substitutes
  - Resumes should cover related professional experience
- **Copy of naturalization papers or permanent legal resident alien card**, *if expired since last certification*
- **Copy of current real estate lease agreement**, *if renewed since last certificate was issued*

- **Any new or updated management, consulting, service, union, affiliate and/or subsidiary agreements**
  - Management/consulting agreements
    - Any agreements with individuals and/or vendors who are providing management/consulting services to the applicant company
    - These are agreements that influence the management and/or operations of the applicant company
    - DO NOT submit client agreements between the applicant company and its customers
  - Service agreements
    - These are agreements that influence the day-to-day operations, including the production and/or distribution of the applicant company's product or service
  - Affiliate/subsidiary agreements
    - An affiliate/subsidiary relationship is one where there is common ownership in the company
      - If the affiliate/subsidiary company is a certified WBE, please include a copy of the WBE certificate; otherwise, include only the agreement
  - Union Agreements
    - Also known as a labor agreement, these are agreements between workers and management to govern wages, benefits and working conditions.
- Any **new/updated debt instruments** (i.e. Loan agreements, note payables, promissory notes, surety agreements, security agreements)
- **Most recent financial statements** (Balance Sheet and Profit & Loss Statement) that aligns with the most recent tax return submitted with the application
- **Most recent** year's signed Federal Income Tax returns, as filed with the IRS
  - Include **all** schedules and statements attached
  - If your company submitted an IRS extension with your last WBE certification/recertification, please submit the final tax return filed for that year
  - If your company has applied for an extension to file for the most recent tax year, please submit the extension paperwork
  - Submitting state returns will delay the processing of your file
- **W-2s and/or 1099 forms** from every officer, director or owner receiving compensation from the company for the most recent year, *if applicable*
- **If there have been any changes**, since you were last certified/recertified, to the ownership, management, or business structure of your company, please submit all relevant documentation (e.g., new or cancelled stock certificates, updated stock transfer ledger, documentation of citizenship/gender of any new owners, etc.)
- **Any amendments to the corporate bylaws, LLC operating agreement, or partnership agreement**

**For Corporations** – Only corporations must submit the following documentation:

- Most recent board of directors meeting minutes
- Most recent shareholders' meeting meetings
  - If you are the sole owner of a corporation, please submit a written statement that as sole owner of the corporation, you have elected to not hold formal shareholder or board of director meetings, *if applicable*

## **Additional Documentation Required for WOSB Certification**

### **All WOSB applicants must submit:**

- Printed WOSB Application Summary View
- Printed SAM Registration (*Entity Overview*)
- IRS Form 941 (Quarterly Tax Return) for previous 4 quarters **OR**  
W-3 (Transmittal of Wage & Tax Statements) for prior year **OR**  
List of all employees for the past year, *if Form 941 or W-3 are not available/applicable*