



Documentation Required for Recertification

Please provide all documents listed. 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 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 *Summary View* of the application form from WBENCLink
 - After clicking “Skip & Next” or Save/Submit” on the WOSB tab (last tab) of the online certification application, a popup window will appear that contains the Summary View.
 - Print the summary view and review it to ensure all information is correct. If it is not, return to the application and edit by closing the summary view, making the necessary changes on the appropriate tabs, and clicking “Save and Next” from the “Additional Info” tab once again. The Summary View will reappear in a popup window once again.
 - After you are confident the information is true and correct, click “Submit” to submit your application electronically.
 - After you have submitted, click “Summary View” once again to print two copies of your application Summary View. Submit a copy with the required documentation for certification & maintain a copy for your records.
- Signed Sworn Affidavit
 - Signed by majority female business owner(s) & notarized by a third party.
 - There is a link to “Print Affidavit” located above the summary view when it is open. Direct link:
http://www.wbenc.org/default/Documents/Certification/Sworn_Affidavit_5-10-2010.pdf
- WBENCLink User Agreement 3.7
 - Must be signed by majority female owner(s).
 - Agreement can be found at www.wbenc.org. Select “Certification” in the right-hand navigation menu and then select “Documentation Required” from the sub-menu. Under the “General” section, there is a link to download the WBENCLink User Agreement on that page. Direct link:
www.wbenc.org/default/Documents/Certification/WBENCLink_User_Agreement_Section_3-7_01-2012.pdf
- Processing Fee

- Contact your assigned [Regional Partner Organization](http://www.wbenc.org/About-WBENC/Regional-Partner-Organizations/) to identify the fee for your business to obtain WBE certification. Direct Link: <http://www.wbenc.org/About-WBENC/Regional-Partner-Organizations/>
- **If Expired since last certification**, submit evidence of gender for female owner(s)
 - Copy of current U.S. Passport, U.S. Birth Certificate, or Driver's License
- **If Expired since last certification**, submit evidence of U.S. Citizenship or Permanent Legal Resident Alien Status for female owner(s)
 - Copy of current U.S. Passport, U.S. Birth Certificate, naturalization papers, or permanent legal resident alien card
- 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
 - Includes current federal income tax returns for the business with **all** schedules and statements attached
 - If your company submitted a request for an extension to file with the IRS with your last WBE certification/recertification, submit the final tax return filed for that year and the most recent tax return/request for extension
 - Note: if applying for recertification prior to April 15th of (or prior to your firm's filing date for) the current calendar year, the most recent year's tax return may not yet be available. Please verify with your RPO if the prior year's tax return is on file. If it is not, submit that return
 - If your company has applied for an extension to file for the most recent tax year, submit 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, submit relevant documentation (e.g. new or canceled stock certificates, updated stock transfer ledger, documentation of citizenship/gender of any new owners, etc.)
- Resumes for any new owners or officers
 - Biographies are not acceptable substitutes
 - Resumes should cover related professional experience
- Any amendments to the corporate bylaws, LLC operating agreement, or partnership agreement
- Copy of current real estate lease agreement (if renewed since last certificate was issued)

- Any new management, consulting, service, 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
 - A subsidiary relationship is one where there is common ownership
 - An affiliation is a relationship with a company that has does not share any common ownership
 - If the affiliate/subsidiary company is a certified WBE, please include a copy of the WBE certificate; otherwise, include only the agreement

For Corporations – Only corporations must submit the following documentation.

- Most recent board of directors meeting minutes
- Most recent shareholders' meeting meetings
- If applicable, 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

Additional Documentation Required for WOSB Certification

Partnerships, Corporations, and LLCs Only: If the SBA Small Business Size Standard for your eligible NAICS code(s) is calculated based on Employee Number, please submit:

- IRS Form 941 (Quarterly Tax Return) for preceding 12 months **OR**
- W-3 (Transmittal of Wage & Tax Statements) for past year **OR**
- List of all employees if Forms 941 or W3 are not available for the past year