WBENC
WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL

# Documentation Required for WBENC Recertification Application

The following is a list of documentation required to process for recertification. We recommend compiling all documents in advance before starting your online application.

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

- Non-Refundable Processing Fee
  - Paid by credit card or by mailed check
  - NOTE: If your company elects to mail in a check, processing will not begin until the payment has been received by your assigned Regional Partner Organization.

- **Permanent Legal Resident Card** (green card) of female owner(s) who are not U.S. citizens (if expired since last certification)

- **Financial statements for the business** {mandatory}
  - Profit and loss statement that aligns with the most recent tax return submitted.
  - Balance sheet that aligns with the most recent tax return submitted.

- **Most recent year's Federal Income Tax return**, as filed with the IRS
  - Includes current federal income tax return 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 there have been any changes to <u>the ownership, management, capabilities, or business structure of your company</u>** since you were last certified/recertified, submit relevant documentation (e.g. new or canceled stock certificates, updated stock transfer ledger, updated business description/history, 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
- Any new professional and/or business license(s)
- Copy of current real estate lease agreement (if renewed since last certificate was issued)

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- Any agreement(s) that influences the management and/or operations of the applicant company. Ex. Consulting, licensing, long-term service agreements, etc.

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

- Most recent board of directors meeting minutes **{mandatory for WBE & WOSB}**
  - Name of company
  - Date of meeting
  - Names of directors participating
    - Elections of officers
  - **Note**: Officer positions must match specifications in bylaws
  - Any other governance actions by the board of directors, if applicable
  - Dated and signed

- Most recent shareholders' meeting minutes **{mandatory for WBE & WOSB}**
  - Name of company
  - Date of meeting
  - Names of shareholders participating
    - Elections of directors
  - **Note**: Number of directors elected must match specifications in bylaws
  - Any other governance actions by the shareholders, if applicable
  - Date and signature

## Additional Documentation Required for WOSB Certification

**All businesses seeking WOSB Certification must submit:**

- Printout of 1st page of System for Award Management (SAM) showing an "Active" status.
- Proof of Exclusions section from the SAM Registration (PDF)
  - Go to www.sam.gov
  - Under Entity Information, select Exclusions
  - Click Actions and select Download

**Partnerships, Corporations, and LLCs must submit one of the following:**

- 1st page of 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 for the past year, if Form 941 or W-3 are not available/applicable