



Supporting Document Checklist for the Minority Business Enterprise and Encouraging Diversity, Growth, and Equity Programs

In addition to completing your application for certification into either the Minority Business Enterprise (MBE) or Encouraging Diversity, Growth, and Equity (EDGE) programs on [Ohio Business Gateway](#), the following supporting documentation is required to finish processing your application. Please note that the below list is not necessarily exhaustive; **you may be asked to submit additional documentation if the State Equal Employment Opportunity Coordinator believes it is necessary.**

You may submit all applicable documentation either by email at das-eod.bccu@das.ohio.gov, by fax at 614-728-5628 (Attn: Todd McGonigle), or by mail at:

Ohio Department of Administrative Services
Equal Opportunity Division
Business Certification and Compliance Unit
c/o Todd McGonigle
4200 Surface Rd.
Columbus, OH 43228

Documents will not be returned, so please submit **copies only**. If you believe any requested document is inapplicable or not available, please submit a written statement explaining why the document is not applicable or available. **Failure to submit required documentation or provide a written statement may be cause to deny your application.**

If you have any questions, please contact the Equal Opportunity Division of the Ohio Department of Administrative Services at 614-466-8380.

I. Standard Certification Process

A. **Application** – Please submit the following:

- Copy of completed Unified Application

B. **Citizenship** – Please submit at least one of the following:

- Passport
- Birth Certificate
- Certificate of Naturalization

C. **Residency** – Please submit the following:

- Last two years State tax returns (Ohio IT 1040 or IT1040EZ) for all owner(s)

D. **Membership in an Economically (MBE) or Socially (EDGE) Disadvantaged Group** – Please submit at least one of the following:

- Affidavit Verifying Certification Eligibility (Attachment A)

For those applying to the EDGE program based on the business's ownership being a person with a disability, please also submit either of the following:

- Disability Verification Form or
 - Letter from the U.S. Department of Veteran's Affairs verifying VA Disability Rating
- Birth Certificate (if being submitted to demonstrate race, please be sure race is identified; otherwise, birth certificate may be used to demonstrate biological sex)
- Parents' Birth Certificates (if being submitted to demonstrate race, please be sure race is identified on both certificates; please also submit birth certificate of applicant business owner)
- Tribal Membership Certificate or Card (if American Indian)
- Personal statement of social disadvantage

E. Please select the applicable business structure to review what supporting documentation is required to process your MBE or EDGE application.

Sole Proprietor

<input type="checkbox"/>	Ohio Secretary of State Registration Certificate for reservation and filing of company name and business structure
<input type="checkbox"/>	Form 8832 (Entity Classification Election Form) or Form 2553 (Election by a Small Business Corporation Form)
<input type="checkbox"/>	IRS SS-4 Form
<input type="checkbox"/>	Complete personal federal tax returns Form 1040,1040A, or 1040EZ including pertinent W-2s and 1099s for the last three tax years for the owner
<input type="checkbox"/>	Schedules C or C-EZ and E for the last two tax years or the life of the business (whichever is shorter)
<input type="checkbox"/>	Either: <ul style="list-style-type: none"> • Bank Signature Card or • A letter, on the bank's letterhead, explaining who has signature authority for the company's bank accounts
<input type="checkbox"/>	Copies of signed contracts with corresponding purchase orders, invoices (sent and received), receipts, and payments (sent and received) from the previous two years or the life of the business (whichever is shorter)
<input type="checkbox"/>	Distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier
<input type="checkbox"/>	Loans and security agreements, including bonds and company and personal promissory notes
<input type="checkbox"/>	Lockbox lease
<input type="checkbox"/>	List of certifications by other jurisdictions, agencies, or entities

<input type="checkbox"/>	Management agreements
<input type="checkbox"/>	Required license(s) held in the name of the owner(s) and those held in the name of the company in order for the company to conduct business within the application scope
<input type="checkbox"/>	Balance sheet for most recent completed fiscal year
<input type="checkbox"/>	Bank statements for previous two years
<input type="checkbox"/>	Employee W-2s or 1099s
<input type="checkbox"/>	Equipment list (including vehicles) and associated title documents
<input type="checkbox"/>	Facility lease or ownership documentation (if private residence, warranty deed or mortgage payment invoice)
<input type="checkbox"/>	List of subcontractors or suppliers used and associated agreements
<input type="checkbox"/>	Most recent Cash Flow Statement
<input type="checkbox"/>	Most recent Profit and Loss Statement
<input type="checkbox"/>	Resume of owner
<input type="checkbox"/>	Service-level or service agreements
For those applying into the EDGE Program, the following documents are also required:	
<input type="checkbox"/>	Both: <ul style="list-style-type: none"> • Employee listing that includes the employees' home addresses, and either <ul style="list-style-type: none"> • 941 Employer's Quarterly Tax Return or • 943 Annual Federal Tax Return
<input type="checkbox"/>	Employee W-2s or 1099s for the most recent tax year
<input type="checkbox"/>	<i>Unless a Business Activity Code Number is already included on the applicant business's federal taxes,</i> a statement, on the applicant business's letterhead, indicating its appropriate North American Industry Classification System (NAICS) Code. (The NAICS Codes are production-oriented codes that define establishments based on the activities in which they are primarily engaged. For a complete list of the codes, please click here .)

Partnerships

<input type="checkbox"/>	Ohio Secretary of State Registration Certificate for reservation and filing of company name and business structure
<input type="checkbox"/>	Partnership Agreement
<input type="checkbox"/>	Form 8832 (Entity Classification Election Form) or Form 2553 (Election by a Small Business Corporation Form)
<input type="checkbox"/>	IRS SS-4 Form
<input type="checkbox"/>	Complete personal federal tax returns Form 1040, 1040A, or 1040EZ including pertinent W-2s and 1099s for the last three tax years for each partner
<input type="checkbox"/>	Schedules K-1 and E for the last two tax years or the life of the business (whichever is shorter)
<input type="checkbox"/>	Either: <ul style="list-style-type: none"> • Bank Signature Card or • A letter, on the bank's letterhead, explaining who has signature authority for the company's bank accounts
<input type="checkbox"/>	Copies of signed contracts with corresponding purchase orders, invoices (sent and received), receipts, and payments (sent and received) from the previous two years or the life of the business (whichever is shorter)
<input type="checkbox"/>	Distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier
<input type="checkbox"/>	Loans and security agreements, including bonds and company and personal promissory notes
<input type="checkbox"/>	Lockbox lease
<input type="checkbox"/>	List of certifications by other jurisdictions, agencies, or entities
<input type="checkbox"/>	Management agreements
<input type="checkbox"/>	Required license(s) held in the name of the owner(s) and those held in the name of the company in order for the company to conduct business within the application scope
<input type="checkbox"/>	Statement of Partnership Authority
<input type="checkbox"/>	Balance sheet for most recent completed fiscal year
<input type="checkbox"/>	Bank statements for previous two years
<input type="checkbox"/>	Equipment list (including vehicles) and associated title documents

<input type="checkbox"/>	Facility lease or ownership documentation (if private residence, warranty deed or mortgage payment invoice)
<input type="checkbox"/>	Complete business federal tax returns Form 1065, 1120, or 1120S including pertinent K-1s for the last two years or the life of the company (whichever is shorter)
<input type="checkbox"/>	List of subcontractors or suppliers used and associated agreements
<input type="checkbox"/>	Most recent Cash Flow Statement
	Most recent Profit and Loss Statement
	Resume of each disadvantaged owner
	Service-level or service agreements
For those applying into the EDGE Program, the following documents are also required:	
<input type="checkbox"/>	Both: <ul style="list-style-type: none"> • Employee listing that includes the employees' home addresses, and either • 941 Employer's Quarterly Tax Return or • 943 Annual Federal Tax Return
<input type="checkbox"/>	Employee W-2s or 1099s for the most recent tax year
<input type="checkbox"/>	<i>Unless a Business Activity Code Number is already included on the applicant business's federal taxes</i> , a statement, on the applicant business's letterhead, indicating its appropriate North American Industry Classification System (NAICS) Code. (The NAICS Codes are production-oriented codes that define establishments based on the activities in which they are primarily engaged. For a complete list of the codes, please click here .)

Corporations

<input type="checkbox"/>	Ohio Secretary of State Registration Certificate for reservation and filing of company name and business structure
<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	Stock certificates (both sides) issued by the company
<input type="checkbox"/>	Stock journal or ledger

<input type="checkbox"/>	Form 8832 (Entity Classification Election Form) or Form 2553 (Election by a Small Business Corporation Form)
<input type="checkbox"/>	IRS SS-4 Form
<input type="checkbox"/>	Complete personal federal tax returns Form 1040,1040A, or 1040EZ including pertinent W-2s and 1099s for the last three tax years for each owner, board member, and executive officer
<input type="checkbox"/>	Schedules K-1 and E for the last two tax years or the life of the business (whichever is shorter)
<input type="checkbox"/>	Either: <ul style="list-style-type: none"> • Bank Signature Card or A letter, on the bank's letterhead, explaining who has signature authority for the company's bank accounts
<input type="checkbox"/>	Corporate Bylaws and/or Code of Regulations and any amendments
<input type="checkbox"/>	Copies of signed contracts with corresponding purchase orders, invoices (sent and received), receipts, and payments (sent and received) from the previous two years or the life of the business (whichever is shorter)
<input type="checkbox"/>	Distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier
<input type="checkbox"/>	Loans and security agreements, including bonds and company and personal promissory notes
<input type="checkbox"/>	Lockbox lease
<input type="checkbox"/>	List of certifications by other jurisdictions, agencies, or entities
<input type="checkbox"/>	Management agreements
<input type="checkbox"/>	Shareholders and Board of Directors Meeting Minutes
<input type="checkbox"/>	Required license(s) held in the name of the owner(s) and those held in the name of the company in order for the company to conduct business within the application scope
<input type="checkbox"/>	Balance sheet for most recent completed fiscal year
<input type="checkbox"/>	Bank statements for previous two years
<input type="checkbox"/>	Equipment list (including vehicles) and associated title documents

<input type="checkbox"/>	Facility lease or ownership documentation (if private residence, warranty deed or mortgage payment invoice)
<input type="checkbox"/>	Form 1065, 1120, or 1120S for the last two tax years or life of the company (whichever is shorter)
<input type="checkbox"/>	List of subcontractors or suppliers used and associated agreements
<input type="checkbox"/>	Most recent Cash Flow Statement
<input type="checkbox"/>	Most recent Profit and Loss Statement
<input type="checkbox"/>	Resume of each owner, board member, and principal executive officer
<input type="checkbox"/>	Service-level or service agreements
For those applying into the EDGE Program, the following documents are also required:	
<input type="checkbox"/>	Both: <ul style="list-style-type: none"> • Employee listing that includes the employees' home addresses, and either <ul style="list-style-type: none"> • 941 Employer's Quarterly Tax Return or • 943 Annual Federal Tax Return
<input type="checkbox"/>	Employee W-2s or 1099s for the most recent tax year
<input type="checkbox"/>	<i>Unless a Business Activity Code Number is already included on the applicant business's federal taxes,</i> a statement, on the applicant business's letterhead, indicating its appropriate North American Industry Classification System (NAICS) Code. (The NAICS Codes are production-oriented codes that define establishments based on the activities in which they are primarily engaged. For a complete list of the codes, please click here .)

Limited Liability Companies

<input type="checkbox"/>	Ohio Secretary of State Registration Certificate for reservation and filing of company name and business structure
<input type="checkbox"/>	Articles of Organization
<input type="checkbox"/>	Unit certificates
<input type="checkbox"/>	Unit journal or ledger

<input type="checkbox"/>	Form 8832 (Entity Classification Election Form) or Form 2553 (Election by a Small Business Corporation Form)
<input type="checkbox"/>	IRS SS-4 Form
<input type="checkbox"/>	Complete personal federal tax returns Form 1040, 1040A, or 1040EZ including pertinent W-2s and 1099s for the last three tax years for each owner
<input type="checkbox"/>	Schedules K-1 and E for the last two tax years or the life of the business (whichever is shorter)
<input type="checkbox"/>	Either: <ul style="list-style-type: none"> • Bank Signature Card or • A letter, on the bank's letterhead, explaining who has signature authority for the company's bank accounts
<input type="checkbox"/>	Copies of signed contracts with corresponding purchase orders, invoices (sent and received), receipts, and payments (sent and received) from the previous two years or the life of the business (whichever is shorter)
<input type="checkbox"/>	Distributorship agreement(s) and/or lines of credit established with a distributor and/or supplier
<input type="checkbox"/>	Loans and security agreements, including bonds and company and personal promissory notes
<input type="checkbox"/>	Lockbox lease
<input type="checkbox"/>	List of certifications by other jurisdictions, agencies, or entities
<input type="checkbox"/>	Management agreements
<input type="checkbox"/>	Required license(s) held in the name of the owner(s) and those held in the name of the company in order for the company to conduct business within the application scope
<input type="checkbox"/>	Balance sheet for most recent completed fiscal year
<input type="checkbox"/>	Bank statements for previous two years
<input type="checkbox"/>	Equipment list (including vehicles) and associated title documents
<input type="checkbox"/>	Facility lease or ownership documentation (if private residence, warranty deed or mortgage payment invoice)
<input type="checkbox"/>	Form 1065, 1120, or 1120S for the last two tax years or life of the company (whichever is shorter)

<input type="checkbox"/>	List of subcontractors or suppliers used and associated agreements
<input type="checkbox"/>	Most recent Cash Flow Statement
<input type="checkbox"/>	Most recent Profit and Loss Statement
<input type="checkbox"/>	Resume of each disadvantaged owner
<input type="checkbox"/>	Service-level or service agreements
For those applying into the EDGE Program, the following documents are also required:	
<input type="checkbox"/>	<p>Both:</p> <ul style="list-style-type: none"> • Employee listing that includes the employees' home addresses, and either • 941 Employer's Quarterly Tax Return or • 943 Annual Federal Tax Return
<input type="checkbox"/>	Employee W-2s or 1099s for the most recent tax year
<input type="checkbox"/>	<p><i>Unless a Business Activity Code Number is already included on the applicant business's federal taxes,</i> a statement, on the applicant business's letterhead, indicating its appropriate North American Industry Classification System (NAICS) Code.</p> <p>(The NAICS Codes are production-oriented codes that define establishments based on the activities in which they are primarily engaged. For a complete list of the codes, please click here.)</p>