

## RECERTIFICATION APPLICATION

- I. Required Documents for all Applications
  - a. Affidavit of Minority and/or Woman and/or Veteran and/or Service-Disabled Veteran and/or Person with a Disability. **Must be signed by each qualifying owner of the business and be notarized.**
  - b. Bank Resolution and/or Bank Signature Card for the business
  - c. Copies of one (1) contract, purchase order or invoice showing work performed by the business
  - d. Copies of most recent W-2 and/or 1099 forms for each owner, director, officer, manager and check signer
  - e. Current licenses (Professional, city, county, state, federal or separate statement regarding lack of licensing requirements for the business)
  - f. Current payroll registers or statement regarding current payroll for recent 4 pay periods
  - g. Most recent US federal tax return for the business and for any Affiliate Company (if applicable) including all Schedules, Statements and Attachments.
  - h. Most recent US federal tax return for the qualifying owners who represent 51% or more of ownership in the business including all Schedules, Statements and Attachments.
  - i. Current Personal Net Worth Statement(s) for qualifying owners who represent 51% or more of ownership in the business.
  - j. Signed copies of current leases and/or recent tax bills for properties utilized by the business
  - k. Most recent year-end balance sheets and income statements for the business
  - l. If business is a distributor, include current distribution agreement from a manufacturer.
  - m. If applicable, copies of any loan agreements or letters of credit issued to the business or any owner
  - n. If applicable, any amendments to the Assumed Name Certificate
  - o. If applicable, and MBE, WBE, DBE, VBE, SDVBE, PDBE, SBA 8(a), or comparable certifications or denials of certification
  - p. If applicable, proof of bonding capacity and certificates of insurance
  - q. State of Illinois Letter of Good Standing
- II. Documents Specific to Corporations
  - a. If applicable, any newly issued and/or cancelled stock certificates
  - b. If applicable, any amendments to the stock ledger
  - c. If applicable, any amendments to the Articles of Incorporation and/or By-laws
  - d. Minutes of the most recent Stockholders' Meetings documenting the election of Directors
  - e. Minutes of the most recent Board of Directors' Meetings documenting the election of Officers
- III. Documents Specific to Limited Liability Companies
  - a. Most recent Managers/Members Meeting minutes
  - b. If applicable, any amendments to the Operating Agreement and/or Articles of Organization
- IV. Documents Specific to Partnerships

- a. If applicable, any amendments to the Partnership Agreement
- V. Documents specific to Service-Disabled Veteran Business Enterprises
  - a. If applicable, updated Department of Defense Form 214 and Veterans Administration issued disability letter stating that the veteran has a service-related disability.
- VI. Documents specific to Person with a Disability Business Enterprises
  - a. If applicable, any amendments to the Physician's Certification Regarding Disability form for all owners that are individuals with disabilities. This includes a narrative from each individual's physician, on letterhead from the physician's practice, group, or hospital, certifying the individual's disability and clearly describing the functional limitation of the declared disability.