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- Certification Application Notarization (Download when you start application on website)
- Department of State registration for all domestic firms
- Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based (Download when you start application on website)
- Current year business Financial Statements: including Year-To-Date Balance Sheet and Profit & Loss Statement
- Most recent three (3) years of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments
- Most recent two (2) years of Federal and State PERSONAL tax returns; including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based
- Documented proof of sources of capitalization and investments
- Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any, on all business accounts
- Proof of US Citizenship or Proof of permanent resident alien status (i.e. permanent resident "green" card.) for each Minority or Woman who has an ownership interest in the applicant firm
- Resumes of all principals, partners, officers and/or key employees of the firm
- Current, signed lease or Deed for all locations where your firm conducts business
- Articles of Incorporation
- Copies of all issued stock certificates; front and back, as well as, next unissued certificate
- Copy of completed, up-to-date stock ledger
- Corporation By-Laws
- Minutes of first corporate organizational meeting and amendments
- State filing receipt, including amended receipts

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- Resumes of all principals, partners, officers and/or key employees of the firm
- Current, signed lease or Deed for all locations where your firm conducts business
- Certificate of Publication, with the Affidavits of Publication
- Certificate of Registration or Articles of Organization
- Operating Agreement and any amendments

SOLE PROPIETORSHIP

- Certification Application Notarization (Download when you start application on website)
- Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification (Download when you start application on website)
- Current year business Financial Statements: including Year-To-Date Balance Sheet and Profit & Loss Statement
- Most recent three (3) years of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments
- Most recent two (2) years of Federal and State PERSONAL tax returns; including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based
- Documented proof of sources of capitalization and investments

- Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any, on all business accounts
- Proof of US Citizenship or Proof of permanent resident alien status (i.e. permanent resident "green" card.) for each Minority or Woman who has an ownership interest in the applicant firm
- Resumes of all principals, partners, officers and/or key employees of the firm

- Current, signed lease or Deed for all locations where your firm conducts business
- Business Certificate, including any amendments

- Copy of Certificate of Trade Name or Business Trade Name filed with County Clerk, including amended certificates

- If out-of-state business, provide a New York State Vendor Tax Number