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## *CORP*

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- Certification Application Notarization (Download when you start application on website)
- Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based (Download when you start application on website)
- Most recent year of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments
- Most recent year of Federal and State PERSONAL tax returns; including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based
- 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
- Copy of completed, up-to-date stock ledger
- Corporation By-Laws
- Articles of Incorporation including state filing receipt and any amended receipts

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## LLC

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- Certification Application Notarization (Download when you start application on website)
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- Most recent year of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments
- Most recent year of Federal and State PERSONAL tax returns; including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based
- 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
- Certificate of Publication, with the Affidavits of Publication
- Certificate of Registration or Articles of Organization
- Operating Agreement and any amendments

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## *SOLE PROPIETORSHIP*

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- Certification Application Notarization (Download when you start application on website)
- Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based (Download when you start application on website)
- Most recent year of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments
- Most recent year of Federal and State PERSONAL tax returns; including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based
- 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
- Business Certificate, including any amendments
- Resumes of all principals, partners, officers and/or key employees of the firm
- 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