Required documents for MBE, EDGE, and WBE certification

	Documents Required of ALL Businesses
☐	1. Passport or Birth Certificate, or Certificate of Naturalization
☐	2. Last tax year's State of Ohio tax return (Ohio IT 1040 or IT1040EZ) for the at least 51 percent owner(s) or Ohio Residency Affidavit
☐	3. Bank Signature Card or A letter, on the bank's letterhead, explaining who has signature authority for the company's bank accounts
☐	4. Personal federal tax returns of the at least 51 percent owner(s) (Form 1040,1040A, or 1040EZ) for the last three tax years and W-2s and/or 1099s for the at least 51 percent owner(s) and spouses for the last three tax years
☐	5. Business taxes including Schedule K-1 and/or Form 1065, 1120, or 1120S or Schedules C or C-EZ for the last three years or the life of the company (whichever is shorter)
☐	6. Most recent annualized Balance Sheet
☐	7. Most recent annualized Cash Flow Statement or Company Value Worksheet
☐	8. Most recent annualized Profit and Loss or Income Statement
☐	9. Facility lease or ownership documentation
☐	10. Loans and security agreements, including bonds and company and personal promissory notes
☐	11. Equipment list (e.g., office, vehicles, cell phones, etc.)
☐	12. List of subcontractors or suppliers used and associated agreements
☐	13. Two largest signed contracts (i.e., Purchase orders and/or Invoices (Sent/Received), Receipts and/or Payments (Sent/Received))

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If applying for EDGE Certification, please submit the following documents ([Click here](#) to locate all additional forms or templates under "Additional Files")

☐	Personal Net Worth Statement
☐	Company Value Worksheet
☐	Disability Verification Form (if applicable)

Please provide the following additional documents based on your company's business structure.

Partnerships

☐	Partnership Agreement
☐	Resume

Corporations

☐	Stock certificates (both sides) issued by the company
☐	Stock journal or ledger
☐	Resume

Limited Liability Companies

([Click here](#) to locate templates under "Additional Files")

☐	Unit certificates
☐	Unit journal or ledger
☐	Resume

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