

HUBZone DOCUMENT REQUEST CHECKLIST

- Signed HUBZone Program Certification Signature Sheet

PRINCIPAL OFFICE:

- Deed, *Lease/Rental Agreement or property records – *Covers the date of electronic verification
- Utility Bill – Covers the date of electronic verification
- Firm Location List

35 PERCENT:

- Official Payroll –Covers the date of electronic verification
- HUBZone Maps of employee's home address
- Valid (unexpired) Drivers License, DMV ID, or Voter Registration cards for each employee residing in a HUBZone –Covers the date of electronic verification
- Most recent State and Federal Unemployment tax filing/report
- Employee List

OWNERSHIP AND CONTROL:

- Birth Certificate, Current Valid U.S. Passport, or Certification of Naturalization
- ESOP, Trust, or Franchise Agreement (if applicable)

Corporation

- Articles of Incorporation
- Copies of stock certificates (front and back)
- Stock Ledger
- Corporate Bylaws and any amendments
- Certificate of Good Standing

Limited Liability Company (LLC)

- Operating Agreement and any amendments
- Articles of Organization and any amendments
- Certificate of Good Standing

Partnership

- Partnership Agreement and any amendments

Sole Proprietor

- DBA (Doing Business As) or Trade Name Certificate

SIZE AND AFFILIATION:

- Most recent three (3) years of the Corporate Federal tax returns, including all schedules and attachments
- Most recent Federal Personal Income tax return for all individuals that own 20% or more of the applicant firm, including all schedules and attachments, and W2's if applicable