

Required Documents for VIP Application
Business Type: Sole Proprietorship

The below documents are required in order for the Center for Verification and Evaluation (CVE) to begin processing your application. If you are party to a Joint Venture or Mentor Protégé, you will be required to submit supporting documentation.

During application review, additional documents may be requested by the assessor at his or her discretion. Documents that may be reviewed include, but are not limited to, those identified in 38 C.F.R. 74.12 and 38 C.F.R. 74.20.

NOTE: Do not upload any password-protected documents. CVE is not able to verify the password-protected documents.

Type	Description	Rationale	Reverification
License	Business licenses, permits or accreditations - Licenses, permits, and accreditations are issued after the determining authority validates the applicant is in compliance with all appropriate city, county and state statutes and ordinances. The applicant is then authorized to operate the specific type of business identified on the license, permit or accreditation.	Used to determine if the concern is operating the “type” of business legally in the state where it is chartered to perform services, and if any critical professional licenses are up-to-date. Also, the legality of the tenant space can be verified against the address listed on the license. If not the same, it is important to investigate whether the company has moved its location.	YES, if the license has expired or will expire within 60 days of the date of application.
Resume	Resumes of all owners, directors, partners, officers and other key personnel - One to two-page chronological resume listing the current and previous occupation, job description/duties, education, personal identifying information, dates, skills, abilities, etc.	The reflected experience level helps CVE determine the Veteran owner's ability to control and manage the applicant concern. The resume is reviewed to determine if he/she has the requisite qualifications, knowledge and experience to operate and manage the type of company as identified in the company's VIP profile.	YES, if the Veteran has assumed a new job, discontinued work with a job or firm reflected on a previous resume, or the information on the last-submitted resume has changed since the last verification. If key personnel and/or new owners have been added to the business, resumes of ALL key personnel/ owners are required.
Tax 1040	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the previous year. In addition, the applicant is required to submit its Business Tax filings from the 3	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on the Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the previous year. In addition, the applicant is required to submit its Business Tax filings	YES (most recent year's personal tax return), unless the owners file their business taxes on Schedule C of their 1040s. In those cases, CVE must have last 3 years' tax returns on file.

Type	Description	Rationale	Reverification
	previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.	from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.	
Payroll	Payroll Distribution Ledger or W-2s (Wage and Tax Statement) for preceding year (Full Year) and year-to-date (Jan. to present) for employees - The payroll distribution ledger or W-2 statement with all Personally Identifiable Information (PII) redacted for the full preceding year as well as the current year-to-date showing all employees and/or contractors and wages/commissions/distributions earned.	CVE requests these documents to ensure the Veteran owner meets the highest paid officer requirement.	YES
Signature cards	Signature cards authenticated by financial institutions (Banks, Savings, Banks, Credit Unions, etc.) – A document that a customer signs when opening an account at a financial institution. It identifies the depositor and persons authorized to withdraw funds from the account.	Used to determine control. The bank signature card identifies who within the company has the authority to authorize and sign checks on behalf of the company. There may be one or more persons with check-signing authority, but the Veteran owner must be able to unilaterally sign checks. CVE acknowledges that electronic banking is becoming more common and therefore, some applicants may not have a bank signature card. In these situations, CVE will work with the applicant to obtain the appropriate electronic banking documentation.	NO, unless the Signature Card has been updated since the last verification.
Contracts	Copies of the last 5 contracts and/or proposals to include bids and purchase orders or work agreements (Cover page and Signature page only) - These include bids and purchase orders that the applicant has submitted or has been awarded.	Used by CVE to help verify day-to-day control.	YES
Lease, Management	Lease, management, or service agreements to include supporting payments - They	Enables CVE to verify the business address and that the concern has the legal authority	Lease agreement: YES, if the applicant has moved or if the lease has expired; if month-

Type	Description	Rationale	Reverification
and Service Agreements	define the terms under which a tenant may use a commercial property and its services, facilities, equipment (communication, mail services, etc.). Supporting payments (checks, etc.) document the agreements are in effect.	to occupy the space. Includes lease, management, or service agreements. CVE will review 3 months of cancelled rent checks or other proofs of payment to validate that the applicant is actually making payment for the binding services, demonstrating that the applicant is not dependent on another firm.	to-month lease, provide letter of explanation confirming that the arrangement is still in place. Proof of payment (checks, receipts, etc.): YES, last 3 months.
Franchise Agreement	A legal, binding contract between a franchisor and franchisee. Applies only if business is a party to a Franchise Agreement.	Helps CVE determine control of the franchise.	NO, unless the Franchise Agreement has been updated since the last verification.
Joint Venture Agreement	Joint Venture Agreement and current opportunity on which joint venture is bidding (if applicable) - A written agreement which identifies the nature of the joint venture (JV), capital and resources contributed by each JV partner, and their rights and responsibilities. The current opportunity is the procurement opportunity the JV is bidding on and is typically one of the underlying reasons for the formation of the joint venture.	Helps CVE determine ownership and control of the JV. The Managing Venturer of the joint venture must be a company verified by CVE. The Joint Venture must be organized as a separate legal entity (e.g., an LLC, corporation, partnership, etc.) and the joint venture agreement must include the twelve requirements found under 13 C.F.R. § 125.18(b)(2).	YES, with new effective date.
Mentor Protégé Agreement	Mentor Protégé Agreement, including all amendments	Helps CVE understand the relationship between the mentor and protégé to determine if the mentor and protégé qualify for the CVE verification program on the basis of size and control. To qualify, the mentor protégé relationship must be approved by the United States Small Business Administration.	NO, unless the Mentor-Protégé Agreement has been updated or expired since the last verification.

Required Documents for VIP Application
Business Type: Limited Liability Company (LLC)

The below documents are required in order for the Center for Verification and Evaluation (CVE) to begin processing your application. If you are party to a Joint Venture or Mentor Protégé, you will be required to submit supporting documentation.

During application review, additional documents may be requested by the assessor at his or her discretion. Documents that may be reviewed include, but are not limited to, those identified in under 38 C.F.R. 74.12 and 38 C.F.R. 74.20.

NOTE: Do not upload any password-protected documents. CVE is not able to verify the password-protected documents.

Type	Description	Rationale	Reverification
License	Business licenses, permits or accreditations - Licenses, permits, and accreditations are issued after the determining authority validates the applicant is in compliance with all appropriate city, county and state statutes and ordinances. The applicant is then authorized to operate the specific type of business identified on the license, permit or accreditation.	Used to determine if the concern is operating the “type” of business legally in the state where it is chartered to perform services, and if any critical professional licenses are up-to-date. Also, the legality of the tenant space can be verified against the address listed on the license. If not the same, it is important to investigate whether the company has moved its location.	YES, if the license has expired or will expire within 60 days of the date of application.
Resume	Resumes of all owners, directors, partners, officers and other key personnel - One to two-page chronological resume listing the current and previous occupation, job description/duties, education, personal identifying information, dates, skills, abilities, etc.	The reflected experience level helps CVE determine the Veteran owner's ability to control and manage the applicant concern. The resume is reviewed to determine if he/she has the requisite qualifications, knowledge and experience to operate and manage the type of company as identified in the company's VIP profile.	YES, if the Veteran or non-Veteran owners has/have assumed a new job, discontinued work with a job or firm reflected on a previous resume, or the information on the last-submitted resume has changed since the last verification. If key personnel and/or owners have been added to the business, resumes of ALL key personnel/ owners are required.
Tax 1040	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on the Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the previous year. In addition, the applicant is required to submit	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on the Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the previous year. In addition, the applicant is	YES (most recent year's personal tax return), unless the owners file their business taxes on Schedule C of their 1040s. In those cases, CVE must have last 3 years' tax returns on file.

Type	Description	Rationale	Reverification
	its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.	required to submit its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.	
Tax 1065	Appropriate IRS tax form filed; (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. This form is used by LLCs that are classified as partnerships for federal income tax purposes. The Schedule K-1 requires the members name, address, EIN, members' identification number, members' name and address, members' share of liabilities, taxable income from passive activities, taxable income from other activities, qualified dividends, net capital gain (loss) from passive activities, net capital gain (loss) from other activities, net passive AMT adjustment, net other AMT adjustment, general credits, low income housing credits and any other information the LLC needs to include. Of importance, Box G identifies the type of partner/member.	Used to determine control. Box G provides the partner with two choices; - (1) General partner or LLC member-manager or (2) Limited partner or other LLC member. To identify that they are the controlling manager, they must check the first box indicating that they are a "General partner or LLC member-manager." Box J will also identify the profit, loss, and capital percentages both on the beginning and year end statement. These percentages are generally based on the Operating Agreement.	YES, CVE must have last 3 years' business tax returns on file.
K-1	Appropriate IRS tax form filed; If filed as Sole Proprietorship (Schedule C), partnership (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. The Schedule K-1 requires the partnership name, address, partnership EIN, partners' identification number, partners' name and address(es), partners' share of liabilities,	Used to determine control and ownership. Box G provides the partner with two choices; - (1) General partner or LLC member-manager or (2) Limited partner or other LLC member. To identify that they are the controlling manager, they must check the first box indicating that they are a "General partner or LLC member-manager." Box J will also identify the profit, loss, and capital percentages both on the	YES, CVE must have last 3 years' business tax forms/returns on file.

Type	Description	Rationale	Reverification
	taxable income from passive activities, taxable income from other activities, qualified dividends, net capital gain (loss) from passive activities, net capital gain (loss) from other activities, net passive AMT adjustment(s), net other AMT adjustment(s), general credits, low income housing credits and any other information the partnership needs to include. Of importance, Box G identifies the type of partner.	beginning and year end statement. These percentages are generally based on the Operating Agreement.	
Tax 1120	IRS Form 1120 and corresponding K-1 for the past three years - Schedule K-1 of Form 1120 is used to report each member's pro-rated share of net income or loss from the business concern, along with various separately stated income and deduction items. An LLC can file a Form 1120 if it has elected to be treated as an association taxable as a corporation. The LLC nets non-separately stated income and expenses. The profit or loss is allocated in strict proportion to the member's percentage of ownership. Box F identifies the member's percentage of ownership for the corresponding tax year.	Used to determine ownership. Part II, Box F identifies the member's percentage of ownership for the corresponding tax year. This form helps prove percentage of ownership.	YES, CVE must have last 3 years' business tax returns on file.
Payroll	Payroll Distribution Ledger or W-2s (Wage and Tax Statement) for preceding year (Full Year) and year-to-date (Jan. to present) for employees - The payroll distribution ledger or W-2 statement with all Personally Identifiable Information (PII) redacted for the full preceding year as well as the current year-to-date showing all employees and/or contractors and wages/commissions/distributions earned.	CVE requests these documents to ensure the Veteran owner meets the highest paid officer requirement.	YES
Signature cards	Signature cards authenticated by financial institutions (Banks, Savings Banks, Credit Unions, etc.) – A document that a customer	Used to determine control. The bank signature card identifies who within the company has the authority to authorize	NO, unless the Signature Card has been updated since the last verification.

Type	Description	Rationale	Reverification
	signs when opening an account at a financial institution. It identifies the depositor and persons authorized to withdraw funds from the account.	and sign checks on behalf of the company. There may be one or more persons with check-signing authority, but the Veteran owner must be able to unilaterally sign checks. CVE acknowledges that electronic banking is becoming more common and therefore, some applicants may not have a bank signature card. In these situations, CVE will work with the applicant to obtain the appropriate electronic banking documentation.	
Contracts	Copies of the last 5 contracts and/or proposals to include bids and purchase orders or work agreements (Cover page and Signature page only) - These include bids and purchase orders that the applicant has submitted or has been awarded.	Used by CVE to help verify day-to-day control.	YES
Lease, Management and Service Agreements	Lease, management, or service agreements to include supporting payments -. They define the terms under which a tenant may use a commercial property and its services, facilities, equipment (communication, mail services, etc.). Supporting payments (checks, etc.) document the agreements are in effect.	Enables CVE to verify the business address and that the concern has the legal authority to occupy the space. Includes lease, management, or service agreements. CVE will review 3 months of cancelled rent checks or other proofs of payment to validate that the applicant is actually making payment for the binding services, demonstrating that the applicant is not dependent on another firm.	Lease agreement: YES, if the applicant has moved or if the lease has expired; if month-to-month lease, provide letter of explanation confirming that the arrangement is still in place. Proof of payment (checks, receipts, etc.): YES, last 3 months.
Operating Agreement	Operating Agreement including all amendments - An agreement among Limited Liability Company (LLC) members governing the LLC's business and their financial and managerial rights and duties. Many states require an LLC to have an Operating Agreement. Operating Agreements generally address the members percentage interests in the LLC, rights and responsibilities, voting powers, how profits and losses will be	Enables CVE to determine that the Veteran owner has requisite ownership and control of the firm, and the concern has full expressed written authority to make all final decisions regarding the operations of the company and authority to bind the company on all contracts. The Veteran Owner(s) of the applicant should have sole expressed authority per the Operating	NO, unless the Operating Agreement has been updated since the last verification.

Type	Description	Rationale	Reverification
	allocated, how the LLC will be managed, rules for holding meetings and taking votes, and buy-out and sell provisions, which determine what happens when a member wants to sell his interest, dies, or becomes disabled.	Agreement without consent of the member limited partners to transact business.	
Voting	Voting agreements or documents (i.e., proxies and voting trust agreements) - May be a separate agreement or incorporated into an applicant's organizing documents which identifies the percentage of voting rights for decision within a concern's operations.	Enables CVE to verify whether the Veteran controls the applicant's decision-making.	NO, unless the Voting Agreement has been updated since the last verification.
Shareholder Agreement	Shareholders Agreement, including all amendments – (Not traditionally used by LLCs) An agreement among the shareholders (Owners of LLCs are traditionally named members as opposed to Shareholders) permitting a shareholder to take a management position without any claim of conflict of interest or self-dealing against the shareholder.	Enables CVE to determine that the Veteran(s) has/have authority to make management decisions, and has/have control over decisions. The Shareholders Agreement will identify the controlling shareholder(s), their responsibilities, and their rights and duties as controlling shareholder(s). Their rights should authorize them to make prevailing managerial decisions without authorization from non-Veteran shareholders.	NO, unless the Shareholders Agreement has been updated since the last verification.
Formation	Official Certificate of Formation - Official letter from the Secretary of State or other governmental unit (in the state or other governmental unit where the business is located) reflecting the applicant is properly organized within the State or other governmental unit.	Enables CVE to confirm that the applicant is legally organized within the state or other governmental unit.	NO, unless the formation document has been updated since the last verification.
Minutes	Minutes of the first and most recent Stockholder and Board of Directors meetings – (Not traditionally used by LLCs) Permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted to exercise the rights and powers and to perform the duties and	Identifies individuals authorized to make and carry out actions on behalf of the corporation. The Veteran applicant must control business decisions. Minutes must explain any changes since the establishment of any organizing documents.	YES, CVE must have most recent meeting minutes on file.

Type	Description	Rationale	Reverification
	obligations in accordance with the concern's organizing documents. Minutes are considered legal documents by auditors, IRS and courts, and they represent the actions of the business concern.		
Articles of Organization	Articles of Organization for LLCs including all amendments - A document required to be filed with the appropriate state or local government agency, to establish legal recognition of a Limited Liability Company (LLC). Articles of Organization closely parallel articles of incorporation needed for legal creation and recognition of corporations.	Enables CVE to confirm that the applicant is legally organized within the state or other local governmental unit.	NO, unless the Articles of Organization have been updated since the last verification.
Stock	Stock registers for Applicant or stock ledgers showing a listing of all shares of issuance – (Not traditionally used by LLCs) A stock ledger is used to record the owners of a business organization. Stock certificates are issued to shareholders in a corporation and certificates of ownership are issued to members in an LLC. All certificates must be tracked regardless of age. It will include the name of the owner, number of the certificates, number of membership units issued to a particular owner, who sold the units to the owner, and the type of membership units issued to the owner.	Helps CVE determine majority ownership. Identifies the total number of membership units "issued" within the company, to include the total number issued to the Veteran applicant-owner. The total number of units issued divided by the overall number will provide the percentage of the company owned by the Veteran. This percentage should be at least 51% or greater.	NO, unless the certificate documentation has been updated since the last verification.
Franchise Agreement	A legal, binding contract between a franchisor and franchisee. Applies only if business is a party to a Franchise Agreement.	Helps CVE determine control of the franchise.	NO, unless the Franchise Agreement has been updated since the last verification.
Joint Venture Agreement	Joint Venture Agreement and current opportunity on which joint venture is bidding (if applicable)- A written agreement which identifies the nature of the joint venture (JV), capital and resources contributed by each JV partner, and their rights and responsibilities. The current opportunity is the procurement	Helps CVE determine ownership and control of the JV. The Managing Venture of the joint venture must be a company verified by CVE. The Joint Venture must be organized as a separate legal entity (e.g., an LLC, corporation, partnership, etc.) and he joint venture agreement must include	YES, with new effective date.

Type	Description	Rationale	Reverification
	opportunity the JV is bidding on and is typically one of the underlying reasons for the formation of the joint venture.	the twelve requirements found under 13 C.F.R. § 125.18(b)(2).	
Mentor Protégé Agreement	Mentor Protégé Agreement, including all amendments	Helps CVE understand the relationship between the mentor and protégé to determine if the mentor and protégé qualify for the CVE verification program on the basis of size and control. To qualify, the mentor protégé relationship must be approved by the United States Small Business Administration.	NO, unless the Mentor-Protégé Agreement has been updated or expired since the last verification.

Required Documents for VIP Application
Business Type: Partnership (General and Limited Liability)

The below documents are required in order for the Center for Verification and Evaluation (CVE) to begin processing your application. If you are party to a Joint Venture or Mentor Protégé, you will be required to submit supporting documentation.

During application review, additional documents may be requested by the assessor at his or her discretion. Documents that may be reviewed include, but are not limited to, those identified in 38 C.F.R. 74.12 and 38 C.F.R. 74.20.

NOTE: Do not upload any password-protected documents. CVE is not able to verify the password-protected documents.

Type	Description	Rationale	Reverification
License	Business licenses, permits or accreditations - Licenses, permits, and accreditations are issued after the determining authority validates the applicant is in compliance with all appropriate city, county and state statutes and ordinances. The applicant is then authorized to operate the specific type of business identified on the license, permit or accreditation.	Used to determine if the concern is operating the “type” of business legally in the state where it is chartered to perform services, and if any critical professional licenses are up-to-date. Also, the legality of the tenant space can be verified against the address listed on the license. If not the same, it is important to investigate whether the company has moved its location.	YES, if the license has expired or will expire within 60 days of the date of application.
Resume	Resumes of all owners, directors, partners, officers and other key personnel - One to two-page chronological resume listing the current and previous occupation, job description/duties, education, personal identifying information, dates, skills, abilities, etc.	The reflected experience level helps CVE determine the Veteran owner's ability to control and manage the applicant concern. The resume is reviewed to determine if he/she has the requisite qualifications, knowledge and experience to operate and manage the type of company as identified in the company's VIP profile.	YES, if the Veteran or non-Veteran owners has/have assumed a new job, discontinued work with a job or firm reflected on a previous resume, or the information on the last-submitted resume has changed since the last verification. If key personnel and/or new owners have been added to the business, resumes of ALL key personnel/ owners are required.
Tax 1040	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on the Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the previous year. In	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the	YES (most recent year's personal tax return), unless the owners file their business taxes on Schedule C of their 1040s. In those cases, CVE must have last 3 years' tax returns on file.

Type	Description	Rationale	Reverification
	<p>addition, the applicant is required to submit its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.</p>	<p>previous year. In addition, the applicant is required to submit its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.</p>	
Tax 1065	<p>Appropriate IRS tax form filed; If filed as Sole Proprietorship (Schedule C), partnership (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. The Schedule K-1 requires the partnership name, address, partnership EIN, partners' identification number, partners' name and address, partners' share of liabilities, taxable income from passive activities, taxable income from other activities, qualified dividends, net capital gain (loss) from passive activities, net capital gain (loss) from other activities, net passive AMT adjustment, net other AMT adjustment, general credits, low income housing credits and any other information the partnership needs to include. Of importance, Box G identifies the type of partner.</p>	<p>Used to determine control. Box G provides the partner with two choices; - (1) General partner or LLC member-manager or (2) Limited partner or other LLC member. To identify that they are the controlling manager, they must check the first box indicating that they are a "General partner or LLC member-manager." Box J will also identify the profit, loss, and capital percentages both on the beginning and year end statement. These percentages are generally based on the Partnership Agreement.</p>	<p>YES, CVE must have last 3 years' business tax returns on file.</p>
Payroll	<p>Payroll Distribution Ledger or W-2s (Wage and Tax Statement) for preceding year (Full Year) and year-to-date (Jan. to present) for employees - The payroll distribution ledger or W-2 statement with all Personally Identifiable Information (PII) redacted for the full preceding year as well as the current year-to-date showing all employees and/or contractors and wages/commissions/distributions earned.</p>	<p>CVE requests these documents to ensure the Veteran owner meets the highest paid officer requirement.</p>	<p>YES</p>
Signature cards	<p>Signature cards authenticated by financial institutions (Banks, Savings Banks, Credit</p>	<p>Used to determine control. The bank signature card identifies who within the</p>	<p>NO, unless the Signature Card has been updated since the last verification.</p>

Type	Description	Rationale	Reverification
	Unions, etc.) - A document that a customer signs when opening an account at a financial institution. It identifies the depositor and persons authorized to withdraw funds from the account.	company has the authority to authorize and sign checks on behalf of the company. There may be one or more persons with check-signing authority, but the Veteran owner must be able to unilaterally sign checks. CVE acknowledges that electronic banking is becoming more common and therefore, some applicants may not have a bank signature card. In these situations, CVE will work with the applicant to obtain the appropriate electronic banking documentation.	
Contracts	Copies of the last 5 contracts and/or proposals to include bids and purchase orders or work agreements (Cover page and Signature page only) - These include bids and purchase orders that the applicant has submitted or has been awarded.	Used by CVE to help verify day-to-day control.	YES
Lease, Management and Service Agreements	Lease, management, or service agreements to include supporting payments - They define the terms under which a tenant may use a commercial property and its services, facilities, equipment (communication, mail services, etc.). Supporting payments (checks, etc.) document the agreements are in effect.	Enables CVE to verify the business address and that the concern has the legal authority to occupy the space. Includes lease, management, or service agreements. CVE will review 3 months of cancelled rent checks or other proofs of payment to validate that the applicant is actually making payment for the binding services, demonstrating that the applicant is not dependent on another firm.	Lease agreement: YES, if the applicant has moved or if the lease has expired; if month-to-month lease, provide letter of explanation confirming that the arrangement is still in place. Proof of payment (checks, receipts, etc.): YES, last 3 months.
Voting	Voting agreements or documents (i.e., proxies and voting trust agreements) - May be a separate agreement or incorporated into an applicant's organizing documents which identifies the percentage of voting rights for decision within a concern's operations.	Enables CVE to verify whether the Veteran controls the applicant's decision-making.	NO, unless the Voting Agreement has been updated since the last verification.
Partnership Agreement	Partnership Agreements including all amendments - A written agreement which identifies the nature of the business, capital	Helps CVE determine ownership and control of the partnership.	NO, unless the Partnership Agreement has been updated since the last verification.

Type	Description	Rationale	Reverification
	<p>contributed by each partner, and their rights and responsibilities. Partners are generally jointly and severally liable for the debts of the firm. Even on withdrawing from the partnership they remain liable for already incurred debts. The Partnership Agreement is also referred to as an Agreement of Partnership, Articles of Partnership or Operating Agreement.</p>		
Formation	<p>Official Certificate of Formation - Official letter from the Secretary of State (in the state or other locality where the business is located) reflecting the applicant is authorized to do business in the state. General Partnerships are typically formed through the Partnership Agreement unless the state requires official filing.</p>	<p>Enables CVE to confirm that the applicant is legally organized to operate.</p>	<p>NO, unless the formation document has been updated since the last verification.</p>
Minutes	<p>Minutes of the first and most recent Stockholder and Board of Directors meetings – (Not traditionally used by Partnerships) Permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted to exercise the rights and powers and to perform the duties and obligations in accordance with the concern's organizing documents. Minutes are considered legal documents by auditors, IRS and courts, and they represent the actions of the business entity.</p>	<p>Identifies individuals authorized to make and carry out actions on behalf of the business concern. The Veteran applicant must control business decisions.</p>	<p>Not required unless used by the Partnership.</p>
Stock	<p>Stock registers for Applicant or stock ledgers showing a listing of all shares of issuance – (Not traditionally used by Partnerships) A stock ledger is used to record the owners of a business entity. Stock certificates (Partnership Interest) are issued to shareholders/members of a business entity. All certificates are generally tracked regardless of age. It will</p>	<p>Helps CVE determine majority ownership. Identifies the total number of membership units "issued" within the company, to include the total number issued to the Veteran applicant-owner. The total number of units issued divided by the overall number will provide the percentage of the company owned by the</p>	<p>NO, unless the documentation has been updated since the last verification.</p>

Type	Description	Rationale	Reverification
	include the name of the owners, number of the certificates, number of membership units issued to a particular owner, who sold the units to the owner, and the type of membership units issued to the owner.	Veteran. This percentage should be at least 51% or greater.	
Franchise Agreement	A legal, binding contract between a franchisor and franchisee. Applies only if business is a party to a Franchise Agreement.	Helps CVE determine control of the franchise.	NO, unless the Franchise Agreement has been updated since the last verification.
10.1 Joint Venture Agreement	Joint Venture Agreement and current opportunity on which joint venture is bidding (if applicable)- A written agreement which identifies the nature of the joint venture (JV), capital and resources contributed by each JV partner, and their rights and responsibilities. The current opportunity is the procurement opportunity the JV is bidding on and is typically one of the underlying reasons for the formation of the joint venture.	Helps CVE determine ownership and control of the JV. The Managing Venturer of the joint venture must be a company verified by CVE. The Joint Venture must be organized as a separate legal entity (e.g., an LLC, corporation, partnership, etc.) and the joint venture agreement must include the twelve requirements found under 13 C.F.R. § 125.18(b)(2).	YES, with new effective date.
10.2 Mentor Protégé Agreement	Mentor Protégé Agreement, including all amendments	Helps CVE understand the relationship between the mentor and protégé to determine if the mentor and protégé qualify for the CVE verification program on the basis of size and control. To qualify, the mentor protégé relationship must be approved by the United States Small Business Administration.	NO, unless the Mentor-Protégé Agreement has been updated or expired since the last verification.

Required Documents for VIP Application
Business Type: Corporation (Inc. or Ltd.)

The below documents are required in order for the Center for Verification and Evaluation (CVE) to begin processing your application. If you are party to a Joint Venture or Mentor Protégé, you will be required to submit supporting documentation.

During application review, additional documents may be requested by the assessor at his or her discretion. Documents that may be reviewed include, but are not limited to, those identified in 38 C.F.R. 74.12 and 38 C.F.R. 74.20.

NOTE: Do not upload any password-protected documents. CVE is not able to verify the password-protected documents.

Type	Description	Rationale	Reverification
License	Business licenses, permits or accreditations - Licenses, permits, and accreditations are issued after the determining authority validates the applicant is in compliance with all appropriate city, county and state statutes and ordinances. The applicant is then authorized to operate the specific type of business identified on the license, permit or accreditation.	Used to determine if the concern is operating the “type” of business legally in the state where it is chartered to perform services, and if any critical professional licenses are up-to-date. Also, the legality of the tenant space can be verified against the address listed on the license. If not the same, it is important to investigate whether the company has moved its location.	YES, if the license has expired or will expire within 60 days of the date of application.
Resume	Resumes of all owners, directors, partners, officers and other key personnel - One to two-page chronological resume listing the current and previous occupation, job description/duties, education, personal identifying information, dates, skills, abilities, etc.	The reflected experience level helps CVE determine the Veteran owner's ability to control and manage the applicant concern. The resume is reviewed to determine if he/she has the requisite qualifications, knowledge and experience to operate and manage the type of company as identified in the company's VIP profile.	YES, if the Veteran or non-Veteran owners has/have assumed a new job, discontinued work with a job or firm reflected on a previous resume, or the information on the last-submitted resume has changed since the last verification. If key personnel and/or new owners have been added to the business, resumes of ALL key personnel/ owners are required.
Tax 1040	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on the Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the previous year. In	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the	YES (most recent year's personal tax return), unless the owners file their business taxes on Schedule C of their 1040s. In those cases, CVE must have last 3 years' tax returns on file.

	<p>addition, the applicant is required to submit its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.</p>	<p>previous year. In addition, the applicant is required to submit its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.</p>	
Tax 1120	<p>IRS Form 1120 and corresponding K-1 for the past three years - Schedule K-1 of Form 1120 is used to report each shareholder's pro-rated share of net income or loss from a - Corporation, along with various separately stated income and deduction items. The - Corporation nets non-separately stated income and expenses, and reports the net income or loss to shareholders. The profit or loss is allocated in strict proportion to the shareholder's percentage of ownership in the - Corporation. Box F identifies the shareholder's percentage of stock ownership for the corresponding tax year.</p>	<p>Used to determine ownership. Part II, Box F identifies the shareholder's percentage of stock ownership for the corresponding tax year. This form helps prove percentage of ownership.</p>	<p>YES, CVE must have last 3 years' business tax returns on file.</p>
Payroll	<p>Payroll Distribution Ledger or W-2s (Wage and Tax Statement) for preceding year (Full Year) and year-to-date (Jan. to present) for employees - The payroll distribution ledger or W-2 statement with all Personally Identifiable Information (PII) redacted for the full preceding year as well as the current year-to-date showing all employees and/or contractors and wages/commissions/distributions earned.</p>	<p>CVE requests these documents to ensure the Veteran owner meets the highest paid officer requirement.</p>	<p>YES</p>
Signature cards	<p>Signature cards authenticated by financial institutions (Banks, Savings Banks, Credit Unions, etc.) – A document that a customer signs when opening an account at a financial institution. It identifies the depositor and persons authorized to withdraw funds from the account.</p>	<p>Used to determine control. The bank signature card identifies who within the company has the authority to authorize and sign checks on behalf of the company. There may be one or more persons with check-signing authority, but the Veteran owner must be able to unilaterally sign checks. CVE acknowledges that electronic</p>	<p>NO, unless the Signature Card has been updated since the last verification.</p>

		banking is becoming more common and therefore, some applicants may not have a bank signature card. In these situations, CVE will work with the applicant to obtain the appropriate electronic banking documentation.	
Contracts	Copies of the last 5 contracts and/or proposals to include bids and purchase orders or work agreements (Cover page and Signature page only) - These include bids and purchase orders that the applicant has submitted or has been awarded.	Used by CVE to help verify day-to-day control.	YES
Lease, Management and Service Agreements	Lease, management, or service agreements to include supporting payments - They define the terms under which a tenant may use a commercial property and its services, facilities, equipment (communication, mail services, etc.). The supporting payments (checks, etc.) document the agreements are in effect.	Enables CVE to verify the business address and that the concern has the legal authority to occupy the space. Includes lease, management, or service agreements. CVE will review 3 months of cancelled rent checks or other proofs of payment to validate that the applicant is actually making payment for the binding services, demonstrating that the applicant is not dependent on another firm.	Lease agreement: YES, if the applicant has moved or if the lease has expired; if month-to-month lease, provide letter of explanation confirming that the arrangement is still in place. Proof of payment (checks, receipts, etc.): YES, last 3 months.
Voting	Voting agreements or documents (i.e., proxies and voting trust agreements) - May be a separate agreement or incorporated into an applicant's organizing documents which identifies the percentage of voting rights for decision within a concern's operations.	Enables CVE to verify whether the Veteran controls the applicant's decision-making.	NO, unless the Voting Agreement has been updated since the last verification.
Shareholder Agreement	Shareholders Agreement, including all amendments - An agreement among the shareholders of a corporation permitting a shareholder to take a management position with the corporation without any claim of conflict of interest or self-dealing against the shareholder.	Enables CVE to determine that the Veteran(s) has/have authority to make management decisions, and has control over decisions. The Shareholders Agreement will identify the controlling shareholder(s) of the corporation, their responsibilities, and their rights as the controlling shareholder(s). Their rights should authorize them to make prevailing managerial decisions without	NO, unless the Shareholders Agreement has been updated since the last verification.

		authorization from non-Veteran shareholders.	
Formation	Official Certificate of Formation - Official letter from the Secretary of State or other governmental unit (in the state or other governmental unit where the business is located) reflecting the applicant is properly organized within the State or other governmental unit.	Enables CVE to confirm that the applicant is legally organized within the state or other governmental unit.	NO, unless the formation document has been updated since the last verification.
Minutes	Minutes of the first and most recent Stockholder and Board of Directors meetings - Permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted to exercise the rights and powers and to perform the duties and obligations in accordance with the corporation's organizing documents. Minutes are considered legal documents by auditors, IRS and courts, and they represent the actions of the board.	Identifies individuals authorized to make and carry out actions on behalf of the corporation. The Veteran owners of the applicant must control business decisions. Minutes must explain any changes since the establishment of any organizing documents.	YES, CVE must have most recent meeting minutes on file.
Bylaws	All corporate bylaws and all amendments - Bylaws governing the organization to include the Board of Directors and Officers and their responsibilities.	Enables CVE to determine whether the Veteran has control, as these documents outline who controls and operates the company and how it is operated.	NO, unless the Bylaws have been updated since the last verification.
Articles of Incorporation	Articles/Certificate of Incorporation filed with the Secretary of State including all amendments - Also referred to as the Certificate of Incorporation (or the Corporate Charter) is a document which sets forth the basic terms of a corporation's existence. The document includes the corporation name, names of persons organizing the corporation, purpose of the corporation, the issuance of stock, and the location of the corporation.	Enables CVE to confirm that the applicant is legally incorporated in the state or other governmental unit.	NO, unless the Articles of Incorporation have been updated since the last verification.
Stock	Stock registers for applicant or stock ledgers showing a listing of all shares of issuance - A stock ledger is used to record the owners of a corporation. Stock certificates are issued to	Helps CVE determine majority ownership. Identifies the total number of membership units "issued" within the company, to include the total number	NO, unless the stock documentation has been updated since the last verification.

	shareholders in a corporation. All certificates must be tracked regardless of age. It will include the name of the owners, number of the certificates, number of membership units issued to a particular owner, who sold the units to the owner, and the type of membership units/stock issued to the owner.	issued to the Veteran applicant-owner. The total number of units issued divided by the overall number will provide the percentage of the company owned by the Veteran. This percentage should be at least 51% or greater.	
Franchise Agreement	A legal, binding contract between a franchisor and franchisee. Applies only if business is a party to a Franchise Agreement.	Helps CVE determine control of the franchise.	NO, unless the Franchise Agreement has been updated since the last verification.
Joint Venture Agreement	Joint Venture Agreement and current opportunity on which joint venture is bidding (if applicable)- A written agreement which identifies the nature of the joint venture (JV), capital and resources contributed by each JV partner, and their rights and responsibilities. The current opportunity is the procurement opportunity the JV is bidding on and is typically one of the underlying reasons for the formation of the joint venture.	Helps CVE determine ownership and control of the JV. The Managing Venturer of the joint venture must be a company verified by CVE. The joint venture must be organized as a separate legal entity (e.g., an LLC, corporation, partnership, etc.) and the joint venture agreement must include the twelve requirements found under 13 C.F.R. § 125.18(b)(2).	YES, with new effective date.
Mentor Protégé Agreement	Mentor Protégé Agreement, including all amendments	Helps CVE understand the relationship between the mentor and protégé to determine if the mentor and protégé qualify for the CVE verification program on the basis of size and control. To qualify, the mentor protégé relationship must be approved by the United States Small Business Administration.	NO, unless the Mentor-Protégé Agreement has been updated or expired since the last verification.