

SUPPORTING DOCUMENTATION

Supporting documents differ depending on the legal structure of your business (corporation, partnership or sole proprietorship).

All businesses must provide:

- a. A copy of the ENTIRE federal tax return covering the three most recently completed tax years.
- b. A copy of your firm's license, if required for your industry (i.e., construction).
- c. A copy of your firm's business tax/occupational license from Pinellas, Hillsborough, Pasco, Manatee or Polk counties.
- d. A copy of the state Quarterly Wage and Withholding Report (Form 941) or other format accepted by the IRS, covering the four (4) most recently completed quarters.
- e. A copy of driver license(s).
- f. All other documents deemed necessary to determine eligibility for SBE certification.

Corporations will also need to provide:

- a. A copy of the Articles of Incorporation, including date approved by State, and any subsequent amendments.
- b. A copy of the Corporation By-Laws.
- c. A copy of Stock Certificate(s) issued (not a specimen copy).

Partnerships will also need to provide:

- a. A copy of the Partnership Agreement.
- b. A copy of the Buy-out Rights Agreement.
- c. A copy of the Profit Sharing Agreement.