

RE-CERTIFICATION DOCUMENT CHECKLIST

- A signed copy of the company's complete Federal Income Tax Return filed with the Internal Revenue Service for the immediately preceding last two (2) tax year, including all schedules, statements, and attachments
- A complete copy of the company's last due and filed Employee Wage (Unemployment Compensation) Quarterly Report from the CT Department of Labor
- Copies of the registrations, lease or rental agreements for **vehicles** used by business
- Receipts, invoices and rental or lease agreements for the **equipment** used by the business, if they are not listed (i.e. specified) in its Federal Income Tax return
- Rental, Lease or Mortgage Agreements, and/or deeds for **facilities** used by the place of business
- Copies of the company's contractor licenses and any other practitioner's licenses or permits required by the City, Town, State or Federal government, that it needs in order to do business
- Sales and Use Tax Permit
- Annual report filing for the business
- Submit any changes to the formation of business setup: business owners, stock allocation et al.
- At least **three copies of largest contracts** for work completed within the last three years (if they absolutely don't have 3 we can accept one good detailed contract)