

CERTIFICATION DOCUMENT CHECKLIST

- A signed copy of the company's complete Federal Income Tax Return filed with the Internal Revenue Service for the immediate preceding tax year, including all schedules, statements, and attachments
- A complete copy of the company's last due and filed UC-5A (Unemployment Compensation) Quarterly Report
- 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
- Copies of long form birth certificate, U. S. marriage license, court decree or government document that **clearly states** the race, ethnic affiliation, of the minority owner(s) or **show the gender** of the woman owner(s), if applying for woman business certification
- Copies of all of the company's bank Signatory Cards that show the names of the signatories and the banks or letter from identifying signatories of the account
- Resumes or statements, signed by all of the owners, that show and describe the responsibilities of ALL of the Minority or the woman owner(s), (if applying for Woman Business Certification) of the company
- At least three copies of largest contracts for work completed within the last three years

In addition to the above documents, you will have to submit the documents below based on your business type

- LIMITED LIABILITY COMPANY SUBMIT:
Copy of Articles of Organization
Copy of Operating Agreement of the LLC
Copy of the latest filed Annual Report filed at the CT Secretary of States' office- report of principal office and mailing address filed on anniversary of formation
- PARTNERSHIPS SUBMIT:
Copy of Certificate of Limited Liability Partnership or Certificate of Limited Partnership
Copy of the company's Partnership Agreements
Copy of the latest filed Annual Report filed at the CT Secretary of States' office-report of principal office and mailing address filed on anniversary of formation
- CORPORATIONS SUBMIT:
Articles of Incorporation
Copy of the latest filed Annual Report filed at the Connecticut's Secretary of State Office
Minutes of 1st board meeting
Copies of stock certificates
Current stock ledger
Corporate bylaws
- SOLE PROPRIETORSHIPS SUBMIT:
A copy of the Trade Name Registration filed with the town clerk that contains the town clerk's filing date stamp
A copy of the Sales and Use Tax permit