

## **Certification for Disabled Business Enterprise and Minority Business Enterprise**

Thank you for choosing The Enterprise Center as your certifying agency. We are here to offer you a smooth and timely pathway to apply for Disabled Business Enterprise (DSBE) and/or Minority Business Enterprise (MBE) Certification.

To initiate your application for MBE or DSBE certifications, please go online to <http://www.theenterprisecenter.com/certification> . You will be asked to upload the documents listed below in order to initiate an evaluation of your application. Once your application is complete and all of the requested documents have been submitted, your certification review will begin.

If for some reason you are unable to upload all of the required documents at the same time, you will have 60 days to complete the application and submit the required documents. On the 61<sup>st</sup> day, your application will expire and you will have to start the process from the beginning. You will also forfeit your application fee. You will be required to pay the application fee again.

### **Checklist of Supporting Documentation**

Here is a complete list of all of the documents required to complete the application process. Please to have these documents available to upload to your application when asked. If you are applying for MBE and DSBE Certification at the same time, please check the appropriate boxes and only provide ONE set of the required documentation.

#### **Owner/s**

- 1) Statement of Personal Net Worth
- 2) Personal Tax Returns for the most recent three years filed with the IRS (extensions will not be accepted)
- 3) Proof of US Citizenship or Permanent Residency – US Birth Certificate, US Passport, Certificate of Citizenship or Naturalization, Tribal Card or permanent residency status (ex: Alien Resident Card)
- 4) Affidavit Form (can be downloaded on the certification webpage)
- 5) **If applying for Disabled Certification (DSBE):**  
Physician Certificate of Disability Form (can be downloaded on the certification webpage)

## **Business**

- 6) Full Copy of Applicant Firm's Business Tax Returns for the past 3 years. The tax return must record a valid Business Activity Code (NAICS code). For a list of NAICS codes please visit: <http://www.sba.gov/size>.
- 7) Sole Proprietors submit Individual Federal Tax Return for the past three years, Form 1040, and all schedules. For a newly established business, submit available tax information."
- 8) Business Plan
- 9) Proof of Owner/Owner's-initial capital investment in firm (Documentation showing initial investment in firm: bank statements, loan agreements, bill of sale and proof of payments (cleared check), notarized statement of contributions to start business, etc.
- 10) Past or current loan agreements, promissory notes, lines of credit, etc. related to the Applicant Firm or between any owners.
- 11) Business Bank Statement for the past 3 months
- 12) Copy of Bank Authorization Form, aka: bank signature card, for all Applicant Firm's account(s) or Statement from Bank verifying signers and restrictions on account. (Do not send in a copy of the bank card or credit card.)
- 13) Copy of Lease/Rental Agreement(s) & payment verification for all business site(s) OR If a home office, provide a mortgage or tax statement and payment verification (ex: copy of cleared check or bank statement)
- 14) Equipment list: Provide current value of equipment, Titles, Registration, and lease or rental agreements
- 15) Current Profit and Loss Statement (within past 60 days)
- 16) Current Balance Sheet (within past 60 days)
- 17) Explanation of how business was established by owner(s).
- 18) Resume of all owners, officers, management staff and key employees, showing employers, dates of employment, titles and responsibilities, and applicable education and training
- 19) Copy of all current licenses, registrations, permits or certificates required by the Commonwealth of PA and/or the City of Philadelphia. (i.e.: engineer, architect, CPA, CDL, plumbing, electrical, HVAC, etc.)

**For a Sole Proprietorship, submit:**

- 20) Individual Federal Tax Return for the past three years, Form 1040, all schedules. For a newly established business, submit available tax information.
- 21) Copy of Assumed Name Certificate (DBA) filed for each applicable County

**For a Partnership (General or Limited) or Franchise, submit:**

- 22) Certificate and Articles of Formation for Limited Partnerships
- 23) Complete Copy of Partnership or Franchise Agreement

**For a Limited Liability Company/ Professional Limited Liability Company, submit:**

- 24) Certificate and Articles of Formation
- 25) Copy of Agreement, Regulations and/or Operating Agreement, as applicable
- 26) Copy of All Issued and Voided Membership or Stock Certificates (front and back) and certificate ledger

**For a Corporation, submit:**

- 27) Articles of Incorporation
- 28) Copy of Corporate Bylaws
- 29) Copy of Current Corporate Meeting Minutes & Any Minutes affecting ownership
- 30) Copy of All Issued and Voided Stock Certificates (front and back) and stock transfer ledger
- 31) If B Corporation , a) Statement of the period during which the corporation shall continue existence, if not perpetual b) Benefit Corporation Statement c) most recent Annual Benefit Report