



# Application Checklist- Partnership

Please include the following documents with your initial application. Each document will be uploaded individually with the relevant initial application question.

Each document must be saved individually as a PDF, no larger than 25MB, and named with the naming convention: FileName\_Year (e.g. TaxReturn\_2021). Documents must not be password protected. Be prepared to upload these documents as you fill out the questionnaires on Certify.

## Basic Eligibility

- [Signed Representative Information Form](#) if you hired a consultant to help with your application

## Ownership

- Partnership Agreement
- Buy-sell agreements or any other arrangements which could impact ownership
- Transmutation agreement if you live in an area with community property laws (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, Wisconsin, Guam, Puerto Rico)

## Control

- Business Bank Account Signature Card
- Joint venture, mentor protégé, indemnity, consulting, teaming, or any other agreement that may impact control
- Business and Industry Licensing

## Potential for Success

- Business Federal Tax Returns for the last five years (including all schedules, attachments, and proof of payment if a balance was due)
- Year-end financial statements prepared in accordance with generally accepted accounting principles for the last three years
- Year-to-date financial statements prepared in accordance with generally accepted accounting principles
- Detail of any non-commercial loans included on the year-to-date financial statements
- Bonding Statement or Surety Letter (only required for construction companies)
- Recent contracts

## Character

- Court records and explanations for any incidents related to business integrity or a lack of good character
- Details regarding any debarment or suspension from federal contracting

## Individuals

- Resume detailing your technical and business management experience
- Personal Federal Tax Returns for the last three years (including all schedules, attachments, and proof of payment if a balance was due)
- Evidence of your U.S. Citizenship (Passport or Certificate of Naturalization for example)