

Application Checklist Sole Proprietor

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

- Doing Business as Certificate (if applicable)

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 (construction firms)
- 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)