# Application Checklist

Please include the following documents with your initial application. Each document will be uploaded individually with the relevant initial application question. This list is not all inclusive. SBA may require additional documentation from you in order to make an eligibility determination."

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.

### Basic Eligibility:

If you hired a consultant to help with your application, you must submit a [Signed Representative Information Form](https://www.sba.gov/document/sba-form-1010-representative-form-1010-business) It is not necessary to hire and pay another person to prepare this or any other 8(a) BD Program application. The SBA District Offices and [Resource Partners](https://www.sba.gov/local-assistance) offer assistance to 8(a) applicants. However, if you do pay an outside consultant, the fees paid must be reasonable in light of the services performed. See [13 CFR § 124.4](https://www.ecfr.gov/current/title-13/section-124.4). The fee charged by any agent or representative for assisting the applicant in obtaining 8(a) BD Program certification cannot be contingent upon the applicant receiving certification.

### Ownership:

**Articles of Incorporation/Organization** –filed with the state when a Corporation or LLC is created

**Bylaws/Operating Agreement/Partnership Agreement** – Detail the ownership and management of the company

**Stock/Membership Certificates** - Represents a shareholder's or members’ ownership in a company

**Certificate of Good Standing, Existence, or Status** – shows the company is in good standing with the State

**Transmutation agreement** – Detailing how you would maintain ownership of your company in the case of a divorce. Only required if you are married and live in an area with community property laws (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, Wisconsin, Guam, Puerto Rico)

**Buy-sell agreements, evidence of payment, and valuation methodology** – Detail any ownership transfers (required if the company ownership has changed in the last two years).

### Control:

**Joint venture, mentor protégé, indemnity, consulting, teaming, or any other agreement** -to verify control of the company

**Business and Industry Licensing** – Shows that the company is ready to perform work in its primary industry.

### Potential for Success

**Business Federal Tax Returns** -last five years (including all schedules, attachments, and proof of payment if a balance was due)

**Most recent year-end and current year-to-date financial statements** - prepared in accordance with generally accepted accounting principles and no more than 180 days old

**Non-commercial loans** – Detail of any private loans included on the financial statements

**Bonding Statement or Surety Letter** - only required for construction companies

**Recent contracts** – Up to 10 contracts showing the company’s track record of performance

### Character

**Court records** – explaining any incidents related to business integrity

### Disadvantaged Individual

**Resume** - detailing your business management and technical experience

**Personal Federal Tax Returns** - last three years

**Evidence of your U.S. Citizenship** - if born outside the United States (Passport or Certificate of Naturalization for example)