

MBE/WBE RENEWAL - REQUIRED DOCUMENTATION

		Sole Proprietor	Partnership	Corporation and Limited Liability Corporation / Company
1.	Annual No-Change Affidavit	X	X	X
2.	Copy of most recent business Federal Tax Form 1040 Schedule C	X		
3.	Copy of most recent business Federal Tax Form 1065 and all Schedule Form 1065 K-1's.		X	
4.	Copy of most recent business Federal Tax Form 1120 (Pages 1, 2, & 3) or 1120S and all Schedule K-1's			X
5.	Additional years of tax forms listed in Items 1, 2, and 3, if requested here. Year(s)	X	X	X
6.	Current Personal Net Worth Statement, if requested here. Yes <input type="checkbox"/> No <input type="checkbox"/>	X	X	X
7.	Current Balance Sheet for Business, if requested here. Yes <input type="checkbox"/> No <input type="checkbox"/>	X	X	X
8.	Only if <u>changed</u> since most recent certification application: Copy of firm's Assumed Name Certificate (DBA, Travis County or county in which assumed name certificate is filed).	X		
9.	Only if <u>new</u> since most recent certification application: Copy of Loan Agreements.	X	X	X
10.	Only if <u>new</u> since most recent certification application: Copy of equipment rental and purchase agreements.	X	X	X
11.	Only if <u>changed</u> since most recent certification application: Copy of partnership agreement, including buy-out rights and profit sharing agreement.		X	
12.	Only if <u>changed</u> since most recent certification application: Copy of resumes of principals, managers and key personnel of your company showing education, training and employment, including dates.	X	X	X
13.	Only if <u>changed</u> since most recent certification application: Copy of Articles of Incorporation, Charter and Corporate Bylaws.			X
14.	Copy of new Stock Certificates issued since most recent certification application (front & back, not a specimen copy).			X
15.	Copy of Stock Transfer Ledger, only if there is <u>new</u> activity since the most recent certification application.			X
16.	Only if <u>expired</u> since most recent certification application: Copy of application registration(s), license(s) and/or permit(s) required by the State of Texas and/or the City of Austin to conduct business in the selected scopes of work.	X	X	X
17.	Only if <u>changed</u> since most recent certification application: Lease/Rental Agreement for business site.	X	X	X
18.	Only if <u>changed</u> since most recent certification application: Copy of bank signature card.	X	X	X
19.	Only if <u>Commodity/Service Class Codes</u> have <u>changed</u> since most recent application: Provide copies of recent contractual agreements between client firm or client invoices.	X	X	X
20.	Only if <u>ownership has changed</u> since most recent certification application: Birth Certificate, Resident Alien Card, Naturalization Papers, passport, driver's license or tribal membership.	X	X	X