Maryland
DEPARTMENT OF SOCIAL AND ECONOMIC MOBILITY

FEDERAL CERTIFICATION | DOCUMENT CHECKLIST

SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Certified by the Office of Minority Business Enterprise (OMBE)

SBE
FEDERAL CERTIFICATION

Please note: If your business was recently established or did not generate income, please provide a signed written explanation for any required documents that you are unable to upload.

Supporting documents must be complete, unredacted statements that include all pages. Screenshots are not accepted.

☐ 1. Completed SBE Application Form

- This is the SBE Only Application.
- All owners must be listed, and all sections must be completed.
- If a section does not apply, write N/A.

☐ 2. Completed Declaration of Eligibility

- Must be signed with a wet ink signature and dated.

☐ 3. Proof of U.S. Citizenship or Legal Residency

- A signed U.S. Passport OR
- Unexpired Permanent Resident Card OR
- Signed Naturalization Certificate OR
- Birth Certificate AND unexpired Government issued photo ID (e.g., Driver's License)

☐ 4. Signed, dated Personal Net Worth Statement & Applicable Supporting Documents

Personal Assets & Liabilities ONLY

- A completed PNW Statement - required for all owners with 51% ownership
- Bank statements (last 2 bank statements, all pages, for all personally held accounts)
- Retirement and Investment account statements (most current statement)
- Credit card statements (most current statement)
- Mortgage statements (most current statement)
  - Only for additional real estate owned
- Home Insurance documents (Declarations page)
- Personal Loan documents (most current statement)
  - Car note & Kelley Blue Book Report

☐ 5. Personal Federal Tax Returns (Past 3 Years) & Separate tax returns by year

- NO PASSWORD PROTECTED DOCUMENTS
- Individual tax return pages will not be accepted
- Complete Personal Federal Tax Returns for the last 3 years
- Required for each owner(s) holding 51% ownership
- Taxes must include wet-ink or electronic signature(s) with date
  - If filed jointly, both signatures are required
- Include all schedules, statements, attachments, worksheets, and footnotes

☐ 6. Business Federal Tax Returns (Past 5 Years) & Separate tax returns by year

- NO PASSWORD PROTECTED DOCUMENTS
- Individual tax return pages will not be accepted
- Complete business federal tax returns for the past 5 years or life of the firm
- Taxes must include original wet-ink or electronic signature with date
- Include all schedules, statements, attachments, worksheets, and footnotes
- If using Schedule C (Form 1040) for business taxes:
  - Provide all pages of Schedule C for the past 3 years

☐ 7. Additional Businesses Owned

- Business tax returns for any additional businesses owned
- Provide past 3 years or life of each business
- Must include authentic wet-ink or electronic signature and date

☐ 8. Year-End Financial Statements (as of December 31st)

- Year-end financial statements for the past 3 years (or life of the firm if less than 3 years)
- New businesses must provide a current financial statement
- Non-CPA statements are acceptable

☐ 9. Trust Agreements (If Applicable)

- Complete (all pages and signed by all parties) copy of any trust agreements for owners
  - To include a list of the assets held in the trust & the trust beneficiaries
- Include trust tax documents for the most recent 3 years, if applicable

Need help applying?

Attend a free monthly application assistance workshop or book a 30-minute one-on-one cursory review of your application. Find both under **Certification Application Assistance** at EconomicMobility.Maryland.gov. Your application must be at least 80% completed prior to your scheduled review.

Additional Documents by Business Type

Sole Proprietorship

- ☐ Active Trade Name Registration (if operating under a trade name)
- ☐ Active Sole Proprietorship registration

Limited Liability Company (LLC)

- ☐ Original and amended Articles of Organization (state-signed)
- ☐ Original AND amended Operating Agreements with all exhibits

Corporation

- ☐ Original and amended Articles of Incorporation (state-signed)
- ☐ All Board of Directors and Stockholder meeting minutes (signed & dated)
- ☐ Stock ledger
- ☐ All stock certificates (current and canceled)
- ☐ Original and amended Bylaws (signed & dated)
- ☐ Shareholder Agreements (signed & dated)

Partnership

- ☐ Executed (signed & dated) Partnership Agreement(s)
- ☐ Profit-sharing agreement with all attachments (signed & dated)