

OSCEOLA COUNTY SCHOOL DISTRICT
Small Business Certification Application Supporting Documents Checklist

In order to complete your application for Small Business Entity certification, you must attach copies of all of the following documents as they apply to you and your firm.

All Applicants

- Work experience resumes (that include places of ownership/employment with corresponding dates), for all owners and officers of your firm.
- Year-end balance sheets and income statements for the past 3 years (or life of firm if less than 3 years); a new firm must provide a current balance sheet.
- Proof of capital contributed by each owner to substantiate ownership percentages (may include copies of cancelled checks or other documents to substantiate stock purchase, various start-up costs, purchasing an existing business or equipment, etc.) Expertise must be quantified, and have specific value to the business.
- All signed loan agreements, security agreements, and bonding forms.
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years.
- All relevant licenses, license renewal forms, permits, etc.
- Bank authorization and signatory cards.
- Schedule of salaries (or other compensation or remuneration) paid to all key employees, lead workers, officers, managers, owners, and/or directors of the firm.
- Personal Net Worth Statement for all owners.
- Personal tax returns for the past 3 years for each owner (blackout social security numbers).
- Your firm's tax returns, including all related schedules, for the past 3 years (blackout taxpayer identification number).

All Applicants with a Corporation

- Articles of Incorporation and amendments (signed by state official)
- Both sides of all corporate stock certificates and the firm's stock transfer ledger.
- Shareholder Agreements.
- Minutes from all stockholder and Board of Directors meetings.
- Corporate By-Laws and amendments.

All Applicants with a Limited Liability Company

- Certificate of Formation
- Operating Agreement together with Amendments.
- Minutes from all annual meetings

All Applicants with a Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements
- For Profit Annual Reports filed with the Secretary of State for the last 3 years, and/or a "Fictitious Name Certificate" (required for all sole proprietorships and partnerships).

Note: Please return this checklist with your application and submit all the requested documentation. Your application cannot be processed without it. If an item does not apply to your firm, simply indicate that by entering N/A where appropriate. Also please be advised that we reserve the right to request additional information not listed here when deemed necessary.

Name of Firm: _____