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## WOMEN-OWNED BUSINESS ENTERPRISE (WBE) DOCUMENT CHECKLIST

To be sure you have provided all requested information, place marks 'X' on the items you have submitted. Unless otherwise indicated, copies of documents are sufficient. Any deficiency may delay the certification process. Mail applications to: Wisconsin Department of Commerce, Attn: Carol Dunn – 5<sup>th</sup> floor, PO Box 7970, Madison, WI 53707. Certification generally takes 6 to 8 weeks. **An on-site visit will be scheduled if necessary.**

A **\$150** certification fee is required for all WBE applicants unless the applicant holds a DBE certification (Wisconsin Department of Transportation Disadvantaged Business Enterprise) or MBE (a Wisconsin Department of Commerce Minority Business Enterprise) certification. Applicant's holding a Wisconsin DOT DBE certification or a Wisconsin Commerce MBE certification should submit a check for the \$100. Checks should be made payable to the Department of Commerce.

Out-of-state applicants must provide a copy of their home state certification provided by a governmental certifying agency whose certification criteria is the same as the Wisconsin eligibility criteria. On-site reports may be required.

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### A. ALL BUSINESSES

1.  Proof of citizenship for each owner such as Birth Certificates, Green Cards, Passports, or other legal photo identification.
2.  Current bank signature cards for business account(s) including Depository and Borrowing Resolutions.
3.  Business Tax Returns for the past three years.
  - Federal tax form 1120
  - Federal tax form 1065
  - Federal tax form 1040 with Schedule C
4.  List of major capital assets, such as property, office/facilities, equipment, vehicles, etc.
5.  Current business financial statements.
6.  Leases/ Third-Party Agreement(s), Working arrangements with other firms, supplier/distributorship agreements, etc.
7.  Three samples of evidence of revenue for firm, such as completed-signed contracts, receipts, invoices, etc.
8.  Evidence of state MBE or DBE Certification with the agency(s) identified in Question 17.
9.  Business-related licenses and permits.
10.  Resumes/biographies outlining business experience.
11.  Assumed name document (d/b/a or a/k/a).

### B. Partnerships Only

1.  Partnership Agreement, including any amendments, buy-out rights, Profit sharing arrangements.

### C. Corporations and Limited Liability Corporations Only

1.  Articles of Incorporation with all Amendments (including operating agreements for LLC's).
2.  Minutes of the first corporate organizational meeting.
3.  By-laws and voting agreements among shareholders.
4.  Annual reports for the past three years.
5.  Copies of Stock Certificates (both front and back) and Stock Transfer Record.
6.  Stock options and other outstanding ownership options.