

Wisconsin Supplier Diversity Program

Document Checklist - Minority-Owned Business Enterprise (MBE)

Place an X in the box next to each Document Type uploaded into your business account on SupplierDiversity.wi.gov.

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| MBE |
| <input checked="" type="checkbox"/> |

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| 1 | No Fee for MBE Certification. | <input checked="" type="checkbox"/> |
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| 2 | EVIDENCE OF MINORITY STATUS - Wis. Admin. Code §§ 84.02(29) and 84.04 | |
| | <i>Must be documented by 1 or more of the following, for <u>each</u> minority owner:</i> | |
| | Birth Certificate | <input type="checkbox"/> |
| | Native American Tribal Registration | <input type="checkbox"/> |
| | Naturalization or Permanent Residence Certificate | <input type="checkbox"/> |
| | Birth Certificate of Blood Parent or Grandparent | <input type="checkbox"/> |
| Other Evidence of Minority Status (if none of the above are available). | | <input type="checkbox"/> |
| - Driver's License, Passport, or State-Issued ID | | <input type="checkbox"/> |
| - Other Records which Document Ethnicity or Racial Heritage | | <input type="checkbox"/> |

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| 3 | DOCUMENTATION OF 51% OWNERSHIP BY MINORITY OWNER(S) - Wis. Admin. Code § Adm 84.06 | |
| | <i>Minimum Documentation Required:</i> | |
| | 3 Years of Federal Business Tax Forms: Upload Signature Page or Form 8879 <u>AND</u> the Tax schedules/forms listed below. | |
| | 1040/1040A: Schedule C and Schedule E (if available) | <input type="checkbox"/> |
| | 1120: Schedule G and Form 1125E (if available) | <input type="checkbox"/> |
| | 1120S: Schedule K-1, Schedule G-1, and Form 1125E (if available) 2016, 2017, 2018, 2019 ext | <input type="checkbox"/> |
| | 1065: Schedule K-1, Schedule B-1, and Form 1125 (if available) | <input type="checkbox"/> |
| | Buy-Out or Purchase Agreement(s), if applicable | <input type="checkbox"/> |
| | Corporate By-Laws, if applicable | <input type="checkbox"/> |
| | Partnership Agreement, if applicable | <input type="checkbox"/> |
| | Financial Agreements | <input type="checkbox"/> |
| | Stock Certificates or Stock Affirmation Forms, if applicable | <input type="checkbox"/> |
| | <i>Additional Documentation may be requested:</i> | |
| | Articles of Incorporation/Organization, if applicable (corporations, LLCs) | <input type="checkbox"/> |
| | Salary and Profit-Sharing Records | <input type="checkbox"/> |
| | Corporate-Borrowing Resolution (corporations) | <input type="checkbox"/> |
| | Canceled check(s) used to purchase ownership (sole proprietorships) | <input type="checkbox"/> |
| | Current Business Financial Statements (Profit & Loss or Balance Sheet) | <input type="checkbox"/> |
| Business Licenses | <input type="checkbox"/> | |
| Minutes of Corporate Meetings | <input type="checkbox"/> | |
| Joint Venture Agreement (Must be signed by all of the joint venturers and must include the information provided in Wis. Admin. Code § Adm 83.25(c)1.-2.) | <input type="checkbox"/> | |

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| 4 | DOCUMENTATION OF 51% CONTROL BY MINORITY OWNER(S) - Wis. Admin. Code § Adm 84.08 | |
| | <i>Documents required if exist.</i> | |
| | Documentation of Control of Bank Accounts with owner <u>and</u> business name (Ex: Signature Card, Business Debit/Credit Card, Bank Statement) | <input type="checkbox"/> |
| | All Business Agreements are required. | |
| | Operating Agreements | <input type="checkbox"/> |
| | Signed Bids and Contracts | <input type="checkbox"/> |
| | Signed Loans | <input type="checkbox"/> |
| Signed Hiring Decisions | <input type="checkbox"/> | |
| Resumes | <input type="checkbox"/> | |

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| 5 | DOCUMENTATION OF ACTIVE MANAGEMENT BY MINORITY OWNER & USEFUL BUSINESS FUNCTION | |
| | Wis. Admin. Code § Adm 84.10 & 84.12 | |
| | <i>Documents required if exist.</i> | |
| | Signed Invoices, Contracts, and Purchase Orders Sent to <u>Your</u> Customers (at least three), required | <input type="checkbox"/> |
| | Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available) | <input type="checkbox"/> |
| | Business Equipment Inventory/List | <input type="checkbox"/> |
| | Leases | <input type="checkbox"/> |
| Employee Contracts | <input type="checkbox"/> | |
| Loans | <input type="checkbox"/> | |
| Payroll Records | <input type="checkbox"/> | |

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| 6 | OUT-OF-STATE BUSINESSES - Businesses whose headquarters is not in the State of Wisconsin. | |
| | Wis. Admin. Code §§ Adm 84.22, & 84.23 | |
| | Home State MBE/DBE Certification (letter of certification or most recent certificate). Please contact Supplier Diversity if not certified in home state. | <input type="checkbox"/> |
| Business Registration in Wisconsin - see wdfi.org | <input type="checkbox"/> | |

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| 7 | UPLOAD COMPLETED DOCUMENT CHECKLIST INTO YOUR BUSINESS ACCOUNT ON wisdp.wi.gov (Optional). | <input type="checkbox"/> |
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Please email SupplierDiversity@wi.gov to discuss missing documents.