



**WHY BE IN
BUSINESS**

www.wnybeinbusiness.org

The following documents are required to apply for MWBE Certification.

Contact Erie County Equal Employment Office for assistance (716) 858-7542

MINORITY & WOMEN OWNED BUSINESS ENTERPRISE (MWBE) CHECKLIST

All Applicants:

- Resumes of all principals, partners, officers, and/or key employees of the firm. Provide home address and phone number, education, training and employment dates.
- Bank signature card, bank resolution, or letter from bank identifying persons authorized to conduct transactions, level of authority and limitations, if any.
- Current Financial Statement (Balance Sheet and Profit & Loss Statement).
- Most recent two years' Federal, State and City tax returns including all schedules (i.e., K-1), where applicable.
- Proof of sources of capitalization/investment.
- Proof of ethnicity (i.e., Birth Certificate, Baptismal Certificate, Picture ID, etc.).
- Proof of US Citizenship (i.e., Birth Certificate, US Passport, Naturalization Certificate, etc.).
- Proof of permanent resident alien status where applicable (i.e., permanent resident "green" card).
- All business lease agreements.
- All third-party agreements including equipment rental, purchase agreements, management service agreements, etc.
- Any employment agreements.
- Vehicle registration(s).
- Any certification, decertification, or denial of certification documentation. Out-of-state firms should attach a copy of their home state certification, if similar process exists.
- Written request for exemption from disclosure regarding trade secrets.
- If out-of-state firm, proof of Authority to Do Business in New York State.

Sole Proprietor Requirements:

- Copy of Certificate Trade Name or Business Trade Name filed with County Clerk (if doing business under an assumed name).

Partnership and Joint Venture Partnership Requirements:

- Business Certificate.
- Partnership Agreement.
- Buyout Rights.

Corporation Requirements:

- Articles of Incorporation, including date approved by State.
- Corporation Bylaws.
- Minutes of first corporate organizational meeting and amendments.
- Copies of issued stock certificates, front and back, as well as next unissued certificate.
- Copy of stock ledger.
- If applicable, copies of agreements relating to:
 - Stock Options
 - Shareholder Agreements
 - Shareholder Voter Rights
 - Restriction on the disposal of Stock Loan Agreements
 - Facts pertaining to the value of shares
 - Buyout Rights
 - Restriction on the control of the Corporation

LLC / LLP Requirements:

- Certificate of Registration.
- Articles of Organization.
- Operating Agreement.