

# North Central Texas Regional Certification Agency

## REQUEST FOR ADDITIONAL INFORMATION (LLC)

***Thank you for your cooperation. If you do not have or are unable to provide the information / documentation requested, please explain.***

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

- \_\_\_ Proof of U.S. citizenship or permanent residency status (U.S. passport, Birth Certificate, Alien Resident card, etc.)
- \_\_\_ Proof of identity ethnicity / race /identity (Driver's license, tribal card. Etc.)
- \_\_\_ Resumes of owner(s) and key personnel to include business to be certified
- \_\_\_ Copies of bank signature cards of authorized signers on accounts & corporate resolutions
- \_\_\_ Proof of capital investment (i.e. cancelled check, deposit slip, bank statement, etc.) used to get business started
- \_\_\_ Copies of arrangements, such as rental, etc. (lease agreement for business address) if homebased request a copy of tax appraisal or mortgage statement
- \_\_\_ License of authorization to do business
- \_\_\_ Three client references (name, title, company, contact information) **(M/S/WBE)**
- \_\_\_ Current, plus two years business federal tax returns (all pages, all schedules, all workbooks)
- \_\_\_ Current plus two years personal tax returns (all pages, all schedules, and all workbooks) **(DBE)**
- \_\_\_ W-2's for all owner(s) and spouse(s)
- \_\_\_ Official Certificate of Filing **and** Certificate of Formation Limited Liability Company, with stamp approval date from Secretary of State
- \_\_\_ Copy of Assumed Named Certificate (dba), with stamp approval date from the County Clerk's Office
- \_\_\_ Complete (all pages) signed and dated copy of firm's Operating Agreement
- \_\_\_ Minutes of First Organizational Meeting & Last Annual Meeting Minutes and all resolutions affecting ownership (dated/signed)
- \_\_\_ Copies of the front and back of all issued, voided transferred and cancelled membership certificates (not a specimen) issued by the firm
- \_\_\_ Complete copy of Membership Transfer Ledger of all issued, voided transferred and cancelled membership certificates (not a specimen) issued by the firm
- \_\_\_ Notarized Separate Marital Agreement **(M/WBE)** filed with the County Clerk's Office required as part of firm's application
- \_\_\_ Itemized list of equipment **(office/field)** used in the day to day operations to include the current market value
- \_\_\_ Copies of 2-3 executed contracts or invoices where services have been provided by firm
- \_\_\_ Make sure there is a notarized Affidavit for each certification **(M/S/WBE)** request

**Note:** If more than **5 documents are missing, no notarized affidavit (s)** and this file **is not** in the **“Back Log”**, return to Vendor as an **“Incomplete Application.”**

***NCTRCA Specialist:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_