

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

NCTRCA Specialist: _____

Date: _____