

North Central Texas Regional Certification Agency

REQUEST FOR ADDITIONAL INFORMATION (SP)

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 (Driver's license, tribal card. Etc.)
- ___ Resumes of owner(s) and key personnel
- ___ Copies of bank signature cards of authorized signers on accounts & corporate resolutions
- ___ Proof of capital investment (cancelled check, deposit slip, bank statement, receipts) to start business
- ___ 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) (**Except SBE**)
- ___ W-2's for all owner(s) and spouse(s)
- ___ Copy of Assumed Name Certificate with date stamp approval from the County Clerk's Office
- ___ 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: _____