

North Central Texas Regional Certification Agency

REQUEST FOR ADDITIONAL INFORMATION (INC)

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 (Updated w/o a BIO) 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/SBE**)
- ___ W-2's for owner(s) and spouse(s)
- ___ Certificate of Incorporation **and** Articles of Incorporation, with stamp approval date from Secretary of State
- ___ Complete (all pages) signed and dated copy of firm's Bylaws
- ___ Minutes of First Corporate Organizational Meeting **and** Last Annual Meeting of all resolutions affecting ownership (**signed/dated**)
- ___ Copies of the front **and** back of all issued, transferred, voided and cancelled stock certificates (not a specimen) Issued by the firm
- ___ Proof of stock purchase (i.e., cancelled check, deposit slip, bank statement, receipts, etc.) of all owners
- ___ Complete copy of Stock Transfer Ledger of all issued, transferred, cancelled and voided stock certificates
- ___ Notarized Separate Marital Agreement (**M/WBE**) filed with the County Clerk's Office required as part of firm's application
- ___ Copy of Assumed Named Certificate, with stamp date approval from the County Clerk's Office.
- ___ Itemized list of equipment (**office/field**) used in the day to day operation 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: _____