

North Central Texas Regional Certification Agency
REQUEST FOR ADDITIONAL INFORMATION
Corporation (INC)

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

Name of Company: _____

Date: _____

- ___ Proof of U.S. citizenship or permanent residency status (**U.S. Passport, U.S. Birth Certificate, Alien Resident (Green) Card**, etc.)
- ___ Proof of identity ethnicity / race /identity (**Driver's license, tribal card**, etc.) all owners and key personnel
- ___ Resumes (**No Bio's**) of owner(s) and key personnel to include current and previous work history
- ___ Copies of bank signature cards of all authorized signers on firm's accounts & corporate resolutions
- ___ Proof of capital contributions (**initial funds**) used out of pocket (i.e., **cancelled check, deposit slip, bank statement, receipts**, etc.) 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 or IRS Transcripts (**all pages, all schedules, all workbooks**)
- ___ Current plus two years personal tax returns or IRS Transcripts (**all pages, all schedules, and all workbooks**) (**DBE/SBE**)
- ___ W-2's or 1099's for current plus two years for all owner(s) and spouse(s)
- ___ Certificate of Filing **and** Certificate of Formation For-Profit Corporation, 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 Bylaws, (**explains company structure**)
- ___ 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 **tracking ownership interest** of all issued, voided, transferred, and cancelled stock certificates (**not a specimen**) issued by the firm
- ___ Notarized Spousal Renunciation Agreement (**M/S/WBE**) required as part of firm's application (**Federal Regulations ACDBE/DBE 49 CFR Part 26.69 (i)(1)(2) and NCTRCA Policies & Procedures**)
- ___ 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
- ___ Signed and notarized Affidavit for each certification (**M/S/WBE**) request

If you respond with the information by: xx/xx/xxxx, your firm can avoid becoming non-compliant for failure to cooperate fully and promptly in accordance with certification standards. If you have any questions, contact the NCTRCA at (817) 640-0606