

North Central Texas Regional Certification Agency
REQUEST FOR ADDITIONAL INFORMATION
Limited Liability Company (LLC)

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 & all 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 submit 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)
- ___ 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, (**explains company structure**)
- ___ Minutes of First Organizational Meeting and/or 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 **tracking ownership interest** of all issued, voided, transferred, and cancelled membership certificates (**not a specimen**) issued or not issued by the firm
- ___ Notarized Spousal Renouncement 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 operations 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