

North Central Texas Regional Certification Agency
REQUEST FOR ADDITIONAL INFORMATION
Sole Proprietorship (SP)

Name of Company: _____

Date: _____

- ___ Proof of U.S. citizenship or permanent residency status (**U.S. Passport, or U.S. Birth Certificate, or 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)
- ___ Copy of Assumed Named Certificate (**dba**), with stamp approval date 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
- ___ 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