



National Veterans Business Development Council

Document Checklist for Veteran Owned Business Certification

Section 1: Company Information

- Copy of Federal Identification Number (FEIN/EIN)

Section 2: Veteran Owner Information

- DD-214
 - The NVBDC can only accept records that are from the facility that hosts the records.
- SF180
 - The SF180 Request Form will be given to the applicant with the return address as the NVBDC. The applicant will have the ability to download the SF 180 within the application. *The NVBDC can only accept records that from the facility that hosts the records. *
- Proof of U.S. Citizenship
 - Examples: Birth Certificate, Passport, or other forms of proof of citizenship
- Owner Resume
- Benefit Verification Letter from The Department of Veterans Affairs
 - Documentation if the business is owned by a disabled veteran
 - Only provide if the Majority Owner is a Disabled Veteran
 - Documentation of proof of service-connected disability from the VA in the last year, if applying to be a SDVOB
 - Only provide if owner if applying to be a SDVOB

Section 3: Business Structure

- Capabilities Statement
 - Insert written statement in text box “Capabilities Statement”
 - If you have a PDF version of a Capability Statement, insert document under “Capabilities Upload”
- Professional Accreditation

- Insert written statement in “Professional Accreditations”
- If you have Accreditations that are applicable, please insert under “Accreditations Upload”
- NAICS Codes
 - Provide six-digit NAICS codes that relate to the services that the business provides

Section 3.A: Staff and Responsibilities

- Financial Operations
 - Indicate who is in position: Majority Owner, N/A, or list employee information
 - Upload Resume for the Employee
- Signatory of Major Documents
 - Indicate who is in position: Majority Owner, N/A, or list employee information
 - Upload Resume for the Employee
- Personnel Management
 - Indicate who is in position: Majority Owner, N/A, or list employee information
 - Upload Resume for the Employee
- Marketing/Sales
 - Indicate who is in position: Majority Owner, N/A, or list employee information
 - Upload Resume for the Employee
- Payroll
 - Indicate who is in position: Majority Owner, N/A, or list employee information
 - Upload Resume for the Employee
- Estimating
 - Indicate who is in position: Majority Owner, N/A, or list employee information
 - Upload Resume for the Employee
- Purchasing of Major Items
 - Indicate who is in position: Majority Owner, N/A, or list employee information
 - Upload Resume for the Employee
- Supervision of Field Items
 - Indicate who is in position: Majority Owner, N/A, or list employee information
 - Upload Resume for the Employee
- Job/Offer Acceptance
 - Indicate who is in position: Majority Owner, N/A, or list employee information
 - Upload Resume for the Employee

Section 4: Finances (Financial Documents)

- Security Deeds, Title Deed, and Property Taxes (If home based, submit Security Deeds, Title Deed, Property Taxes and/or Lease Agreement)
 - Check “Not applicable to my Business” if this does not apply.
- Current YTD Financials
 - Check “Not applicable to my Business” if this does not apply
- Notes Payable
 - Check “Not applicable to my Business” if this does not apply
- Occupational License
 - Check “Not applicable to my Business” if this does not apply

- Operating Permits or License
 - Check “Not applicable to my Business” if this does not apply
- YTD Payroll – with Owner’s Name
 - Check “Not applicable to my Business” if this does not apply
- Proof of Bonding Capacity
 - Check “Not applicable to my Business” if this does not apply

Section 5: Banking Information

- Bank Account Corporate Resolution
- Bank Signature Card(s)
- 10 Cancelled Checks
 - Combined into 1 Document with a Visible Signature

Section 6: Taxes (Tax Information)

- Previous Year Business Federal Tax Return or IRS Extension Acceptance Letter
 - Check “Not applicable to my Business” if this does not apply
- Previous Year Personal Federal Tax Return or IRS Acceptance Letter
 - Check “Not applicable” if this does not apply

Section 7: Equipment (Asset Purchase Agreement and Receipts)

- Active Asset Agreement or Contracts over \$3,000
- Equipment Lease Agreement

Section 8: Articles (Corporate Documents)

- Articles of Incorporation
 - LLC= Articles of Organization
 - Corp= Articles of Incorporation
 - Check “Not applicable to my Business” if this does not apply
- Certification of Incorporation
 - Check “Not applicable to my Business” if this does not apply
- Corporate By-Laws
 - Check “Not applicable to my Business” if this does not apply
- Foreign Entity Certification
 - Check “Not applicable to my Business” if this does not apply
- Minutes of the last meeting where officers were elected
 - Check “Not applicable to my Business” if this does not apply
- Minutes of the 1st organizational Board Meeting (if Business is less than 2 years old)
 - Check “Not applicable to my Business” if this does not apply
- Most recent Minutes of the organizational meeting or minutes of the meeting
 - Check “Not applicable to my Business” if this does not apply
- Proof of Capital Contributions by majority owner at time of company start or owner’s acquisition

- Check “Not applicable to my Business” if this does not apply
- Proof of stock purchase
 - Check “Not applicable to my Business” if this does not apply
- Corporate Stock Certificates
 - Check “Not applicable to my Business” if this does not apply
- Current Stock Ledger
 - Check “Not applicable to my Business” if this does not apply