

## **C & S Corp Required Documents**

## **ALL COMPANIES**

Fictitious Business Statement (if applicable)	
Driver's License (colored copy)	
Proof of U.S. Citizenship for all Owner(s), Partners, Shareholders (U.S. Passport, U.S. Naturalization Certificate, U.S. Birth Certificate)* If document(s) are in a different language other than English items need to be translated & notarized	
Proof of Ethnicity for all Owner(s), Partners, Shareholders (Birth Certificate, Parent's Birth Certificate and/or Death Certificate)* If document(s) are in a different language other than English items need to be translated & notarized	
Current resume(s) of all owner(s), partners or shareholders (Include education, training and employment details)	
Two Years of Business Tax Returns (*2 years of Personal tax returns if business is less than 1 year) Acceptable Business Tax Forms: Form 1040, Form 1065, Form 1065F, Form 1120, Form 1120A or Form 1120 (Year 1)	
Two Years of Business Tax Returns (*2 years of Personal tax returns if business is less than 1 year) Acceptable Business Tax Forms: Form 1040, Form 1065, Form 1065F, Form 1120, Form 1120A or Form 1120 (Year 2)	
Financial Statements (Profit & Loss, statement of cash flows, Balance Sheet) Financial statements must be prepared according to GAAP standards (Generally Accepted Accounting Principles) and signed by the President.	
Notes Pavable (if anv)	



Applicable Operating Business License and/or permits	
Business Lease Agreements(s) (If home based, submit Security Deeds, Title Deed, Property Taxes and/or Lease Agreement)	
Occupational License and/or Business Tax Receipt (issued by Tax Collector, required even if 1 person or home based)	
Equipment Rental and Purchase Agreements (if applicable)	
Contract or work history for the past three years (if applicable) (name/contact, type of work performed or type of contract received)	
Equipment owned or available (include description of equipment, year acquired, and current value)	
Proof of Bonding Capacity (if applicable)	
Bank Signature Card (copy signature card or letter from bank indicating authorized signers)	
Indian/Native Americans Blood Degree Certificate (i.e. tribal registry letter, tribal roll register number) [if applicable]	
Declaration of Certification of Minority Status	



## **Corporation (C) Checklist**

Certificate of Incorporation	
Articles of Incorporation (Amendments, if applicable)	
Corporate Bylaws	
Minutes of 1st Organizational Board Meeting	
Minutes of organizational meeting or minutes of the meeting	
Minutes of the last meeting where officers were elected	
Copies of both sides of all Stock Certificates issued plus the next consecutive blank certificate(front and back)	
Current Stock Ledger	
Proof of Stock Purchase (i.e. both sides of cancelled checks, equipment receipt, initial deposits, bank statements)	
Proof of Capital Contribution (i.e. both sides of cancelled checks, equipment receipt, initial deposits, bank statements)	
Foreign Entity Certificate (if applicable)	