

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 Payable (if any)

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)

Limited Liability (LLC) Required Documents

ALL COMPANIES

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Driver's License (colored copy)

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Financial Statements (Profit & Loss, statement of cash flows, Balance Sheet)
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Notes Payable (if any)

- 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

Limited Liability (LLC) Checklist

- Certificate of Organization
- Articles of Incorporation (Amendments, if applicable)
- Operational and/or Organizational Agreement
- Proof of Capital Investment (i.e. both sides of cancelled checks, equipment receipt, initial deposits, bank statements)
- Copies of Member/Unit Certificates issued plus the next consecutive blank certificate (front and back)
- Current LLC Member's Unit Ledger Book
- Proof of Unit Purchase (i.e. both sides of cancelled checks, equipment receipt, initial deposits, bank statements)
- Minutes of 1st Member's Meeting
- Minutes Last Member's meeting
- Minutes of the last meeting where members were identified and elected
- Foreign Entity Certificate (if applicable)