

**\*ATTENTION:** Only provide documents in PDF format and only provide personal documents (i.e., birth certificate, photo I.D., driver's license, U.S. passport, etc...) for persons that are HUB eligible (i.e., women, minority, service-disabled veterans) as the documents are only needed for HUB eligible owners, not all owners.



## SOLE PROPRIETORSHIP CHECKLIST

- 1. Statement of Eligibility (downloadable document):**
  - This document is an attestation to meeting all the HUB eligibility requirements.
  - Must be signed and dated by the HUB eligible owner(s) making up the 51% HUB eligible ownership OR the highest-ranking HUB eligible officer (i.e., CEO or President).
- 2. Provide verification of Federal Employer's Identification Number (EIN#).**
  - Vendor will need to obtain a Federal Employers Identification Number (EIN#) issued by the Internal Revenue Service (IRS) and upload it into their application documents.
  - We suggest you obtain the EIN# online so that you can print the IRS EIN# issuance letter before you close out online with the IRS. You will need the EIN# issuance letter to upload into the HUB application as part of the mandatory documents. Otherwise, if not done online it will take a few weeks to receive the IRS letter via mail.
- 3. Proof of U.S. citizenship/ethnicity for the eligible applicant (one of the following):**
  - Birth certificate.
  - U.S. Passport.
  - Certificate of Naturalization.
  - Tribal Required ID recognized by the Bureau of Indian Affairs (Native American only).
- 4. (Veterans Only) Proof of Veteran Service-connected disability status (provide both of the following):**
  - DD-214 Military Discharge.
  - Disability Rating Letter issued by the Department of Veteran Affairs or Department of Defense.
- 5. Official photo ID (one of the following):**
  - Texas driver license or
  - Texas Identification Card.
- 6. Proof of Texas residency for eligible applicant (one of the following):**
  - Texas driver license or
  - Texas Identification Card or
  - Current Texas County Appraisal District's Property Tax statement confirming a Texas homestead or
  - Apartment or home lease agreement confirming Texas residency for at least one year prior to applying for HUB certification.
- 7. Federal Income Tax Return for the Business, Form 1040 Schedule (C) 1040 Profit and Loss, pages 1 and 2.**
  - For New Business' Only, that have not yet had to file a tax return, complete a Sole Proprietorship Affidavit of Ownership / Business Balance Sheet Form which can be downloaded in the B2G HUB system OR from the HUB website.
- 8. Employers Quarterly Reports.**
  - Provide all four quarters of the same year as the corporate federal income tax return you are submitting.
- 9. Assumed Name Certificate must verify one owner of a Sole Proprietorship of an unincorporated business registration with the county where business is located.**
- 10. Current bank signature card (Please do not submit a debit or credit card,) or signed letter from business banking institution to include:**
  - Business full name.
  - Bank account number.
  - Authorized signers on bank account.

*(continued on next page)*



- 11. Current signed business loan agreements and promissory notes (if applicable).**
- 12. Current professional licenses and permits (if applicable).**
- 13. Current signed business site lease agreement (if leasing) or current county tax appraisal statement (if property is owned) including:**
  - Lease Amendments/Renewals.
  - If the applicant is not the property owner and does not have a formal written lease agreement, provide a copy of the most current county tax appraisal for the property and a signed and dated letter from the property owner identifying the physical address and the term of property usage.
- 14. Please provide a detailed description of your other business ownership (if applicable) to include:**
  - The name and location of the business, and
  - The normal business hours for the business applying for HUB certification, and
  - The days, and specific hours per day, you devote to the operation of the business, versus the days, and specific hours per day, you dedicate to the operation of the business applying for HUB certification, during its normal business hours, and
  - The name(s) of the individual(s) in charge of the business applying for HUB certification during your absence.

**Please provide a detailed description of your other employment (if applicable) to include:**

  - The name and location of the employer, and
  - The days, and specific hours per day, you are employed at your other employment, and
  - The normal business hours for the business applying for HUB certification, and
  - The days, and specific hours per day, you dedicate to the operation of the business applying for HUB certification, during its normal business hours, and
  - The name(s) of the individual(s) in charge of the business applying for HUB certification during your absence.
- 15. Detailed explanation if your business has ever been denied certification by any other service-disabled veteran, minority or woman owned business certification organization.**
  - Please explain the reason for denial.