



Required Certification Support Documents

Required Documents based on Business Structure for Small and/or Minority/Women Business Certification with the West Palm Beach Office of Small and Minority/Women Business Programs.

For further questions on required documentation or certification, please call (561)-822-2104.

A) Required for Interlocal Certification (<i>available for businesses certified with Palm Beach County, or businesses domiciled Palm Beach County certified with the School District of Palm Beach County</i>)	✓
Inter-local coversheet (provided to you by the entity your business is already certified with)	
W-9 Form	
B) Required for <u>All Businesses</u> Completing Certification with West Palm Beach (not-interlocal)	✓
Copy of owner's driver license or other form of identification	
Palm Beach County Tax Receipt OR City Tax Receipt (from the city where business resides)	
Copy of professional license(s) or Certificate of Competency, and resumes (if applicable)	
Fictitious name certificate (if applicable)	

B) Required for <u>All Businesses</u> Completing Certification with West Palm Beach (not-interlocal), continued	✓
<p>Federal tax returns including all schedules or certified financial statement prepared by a Certified Public Accountant (CPA) (3 yrs SBE; 2 yrs MWBE)</p> <p>OR</p> <p>If in business for less than three years, submit taxes for number of years in business (must have been in business minimum 6 months to apply for West Palm Beach certification)</p>	
Proof of business location/operation in Palm Beach County (i.e., lease agreement, utility bill, or property tax bill)	
W-9 Form	
Current financial statements less than 90 days old (include balance sheet, income statement and statement of cash flow)	
Third-party agreements, such as rental and lease agreements, management agreements, or purchase agreements.	

Additional Documents per Business Structure Type

C) For Corporations or Limited Liability Companies	✓
Registration with Florida State Division of Corporations	
Registration with MyFloridaMarketPlace	
Articles of incorporation, including all subsequent amendments (signed by the state official)	

C) For Corporations or Limited Liability Companies, continued	✓
Corporate bylaws and any amendments	
List of Officers, Board of Directors and shareholders	
Copy of stock certificates issued and stock ledger	
Shareholders' agreement	
Minutes of first corporate organizational meeting	
Official Certification of Formation and Operating Agreement with any amendments (for LLCs)	
D) For Partnerships of Joint Ventures	✓
Partnership Agreement	
Buy-out rights	
Profit Sharing Agreement	
Partnership's distribution of profits for the previous year	
Original and any amended Joint Venture Agreements	
E) For Sole Proprietors	✓
Prior three-years personal federal income tax returns including schedule C or certified financial statement	
