

Small Business Enterprise (SBE) Program

Documents to Submit with Application

Corporation

- 1. **License to do business** in Florida and any other necessary licenses, including occupational license and certifications.
- 2. **Resumes** of principals of *your* company showing education, training and employment with dates.
- 3. Last year's **financial statement** prepared by an independent CPA or Accountant.
- 4. Prior three years Federal Corporate **tax returns**, including all **Schedules**.
- 5. **Articles of Incorporation**, including date approved by state and any **subsequent amendments**.
- 6. **Minutes** of corporate organizational and current meetings showing election of officers.
- 7. **Corporate by-laws** and any attachments thereto.
- 8. Copy of **stock certificate**(s) issued (not specimen copies) (Issued & Canceled certificates) (clearly marked "copy" and not original).
- 9. **Stock Ledger**.
- 10. Proof of stock purchase;
- 11. Copies of third party agreements such as rental or management service agreements, etc.
- 12. Copy of last **annual statement** filed with the Florida Secretary of State Division of Corporation.

Limited Liability

- 1. **License to do business** in Florida and any other necessary licenses, *including* occupational license and certifications.
- 2. **Resumes** of principals of your company showing education, training and employment with dates.
- 3. Last year's **financial statement** prepared by an independent CPA or Accountant.
- 4. Prior three years Federal Corporate **tax returns**, including all **Schedules**.
- 5. **Articles of Incorporation**, including date approved by state and any subsequent amendments.
- 6. Copies of third party agreements such as rental or management service agreements, etc.
- 7. If manager managed, a copy of management agreement.
- 8. Certificate of conversion, if applicable

OPTIONAL: In addition, both Corporations and Partnership, submit all agreements relating to:

- 1. Stock options
- 2. Ownership options
- 3. Stockholders agreements
- 4. Buy-out rights
- 5. Stockholder voting rights
- 6. Restrictions on disposal of stock loan agreements
- 7. Facts pertaining to the value of shares
- 8. Ownership of voting securities

Partnership/Joint Venture

- 1. **License to do business** in Florida.
- 2. **Resumes** of all partners showing education, training, and employment with dates.
- 3. Last three year's **financial statements** prepared by an independent CPA or Accountant.
- 4. Prior three years Federal **tax returns** including all **Schedules**.
- 5. **Partnership agreement**. Profit sharing agreement.
- 6. Proof of capital invested.

Sole Proprietorship

- 1. **Licenses to do business** and *any* other necessary license, including **occupational license** and **certifications**.
- 2. **Resume** of principal owner of company showing education, training and employment with dates.
- 3. Prior three *year's* Federal **tax returns**, including all **Schedules**.

The School District of Palm Beach County

Office of Diversity in Business Practices

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