

The documents listed below are used to determine your eligibility along with the information provided via the online application. This document can also be used as a checklist to assist you in gathering supporting documents to submit to the SBA HUBZone Program Office. Please note that depending on your particular circumstances, you may be asked to submit additional documents that are not listed here.

BUSINESS USE ONLY
(Do not send this document to the SBA HUBZone)

Please do not submit any documents before requested by the SBA HUBZone Program Office. Any documentation submitted prior to request will be destroyed. Only send copies NOT originals. All document copies must be legible. All supporting documents must be at the time of Electronic Verification of the HUBZone application.

- Signed HUBZone Program Certification Signature Sheet (<http://www.sba.gov/hubzone/hubzoneapplication/index.html>)

Section A: Principal Office Location in a Qualified HUBZone

- Lease/rental agreement (A.1)
- Utility bill (A.2)

Section B: General Business Information

- Last three (3) years of business' tax returns, including all schedules and attachments (B.1)
- Most recent personal Federal tax returns for all owners, including all schedules and attachments (B.2)

Section C: Ownership and Control

- Citizenship documentation of business owner(s) that are U.S. citizens (C.1)

Corporation

- Articles of Incorporation (C.2)
- Copies of all stock certificates (front and back), and stock ledger (C.3)
- Corporate Bylaws and any amendments (C.4)
- Certificate of Good Standing (C.5)

Limited Liability Company (LLC)

- Operating Agreement and any amendments (C.6)
- Articles of Organization and any amendments (C.7)
- Certificate of Good Standing (C.8)

Partnership

- Partnership Agreement and any amendments (C.9)

Section E: HUBZone Employment

- Official payroll record (E.1)
- HUBZone maps of employees' home address (E.2)
- Most recent State Unemployment tax filing/report (E.3)
- Valid (unexpired) Drivers License, DMV ID or voter registration cards for each employee residing in a HUBZone (E.4)

See next page for document descriptions

HUBZone Program Office Supporting Documentation Request

DOCUMENT DESCRIPTIONS

The following are descriptions of the documents being requested. Please reference the Electronic Code of Federal Regulations §126.103 – “What definitions are important in the HUBZone program?” (http://edocket.access.gpo.gov/cfr_2007/janqtr/pdf/13cfr126.103.pdf).

Section A: Location in a Qualified HUBZone Principal Office

- A.1. Current* Lease/rental agreement or property records for the principal office location. The lease/rental agreement must show the business’s full legal name.
- A.2. Recent* utility bill. Examples include gas, electric, sewer, water, and telephone (cellular phone and pager bills are NOT acceptable). The name on the bill must match the business’s name and address of the principal office.

Section B: General Business Information

- B.1. Last three (3) years of the business's federal tax returns, including all schedules and attachments.
- B.2. Last year's federal personal tax return for all of the business's owners, including all schedules and attachments, and W2s if applicable.

Section C: Ownership and Control

- C.1. Provide evidence that the business is at least 51% owned and controlled by U.S. citizens. Provide any one of the following for all U.S. citizen owners:
 - a. Birth certificate, or
 - b. Current valid U.S. passport, or
 - c. Certification of Naturalization

Corporation

- C.2. Articles of Incorporation* - The primary rules governing the management of a corporation and are filed with a state or other regulatory agency (also known as the Certificate of Incorporation or the Corporate Charter).
- C.3. Copies of all stock certificates (front and back) and stock ledger* - Legal document that certifies ownership of a specific number of stock shares (or fractions thereof) in a corporation.
- C.4. Corporate Bylaws and any amendments* – Sets forth how the corporation is to be run and operated. Bylaws also state the rights and powers of the shareholders, directors and officers.
- C.5. Certificate of Good Standing* - A certificate of good standing (also known as a certificate of existence or certificate of authorization) is a document issued by a state official as conclusive evidence that a corporation or LLC is in existence or authorized to transact business in the state, and that the company is in compliance with all state-required formalities.

Limited Liability Company (LLC)

- C.6. Operating Agreement and any amendments* – Sets forth each owner's percentage of ownership in the LLC and the rules by which the LLC is to be operated.
- C.7. Articles of Organization and any amendments* - The formation document for an LLC (also known as the certificate of organization or articles of formation) that must be filed with the state.
- C.8. Certificate of Good Standing* - A certificate of good standing (also known as a certificate of existence or certificate of authorization) is a document issued by a state official as conclusive evidence that a corporation or LLC is in existence or authorized to transact business in the state, and that the company is in compliance with all state-required formalities.

*At time of Electronic Verification of the HUBZone application.

Partnership

C.9. Partnership Agreement and any amendments* - contract between two or among more than two persons to place their capital, labor, and skills, and corporation in business with the understanding that there will be a sharing of the profits and losses between/among partners.

Section E: HUBZone Employment

- E.1. Official payroll record* showing the business's name, employee names, number of hours worked for the pay period, wages paid, taxes withheld and adjustments.
- E.2. Print HUBZone maps of all employees residing in a HUBZone*. The employee's home address must match the address on DMV driver's license/identification card.
 - SBA HUBZone online map (<http://map.sba.gov/hubzone/init.asp#address>)
- E.3. Most recent* State Unemployment tax filing/report showing unemployment taxes paid.
- E.4. Valid (unexpired) official DMV issued drivers license, DMV identification card or voter registration card for each employee residing in a HUBZone*. The copy must be legible and show the employees' full legal name and address. If the employee has recently moved, please provide a copy of the employee's change of address card.

*At time of Electronic Verification of the HUBZone application.