

WISCONSIN UNIFIED CERTIFICATION PROGRAM DISADVANTAGED BUSINESS ENTERPRISE

Five-Year Update Form Document Checklist



The completed update form includes copies of the following documents. To be sure that you have included all requested documents, place an by the document listed. Mark "N/A" by those documents requested that do not apply to your business. **FAILURE TO SUBMIT THE REQUESTED DOCUMENTS WILL DELAY THE REVIEW.**

1. Current or most recent personal federal tax return including **ALL** schedules for all owners claiming economic and social disadvantage. [If your firm is a corporation or a partnership and you have filed an Extension of Time to File form #7004, submit the form in lieu of current year return and still submit the most recent return.]
2. Personal Financial Statement (PFS) for all owners claiming economic and social disadvantage including a balance sheet for all businesses owned by the applicants and their spouses.
3. Current or most recent company federal tax return including **ALL** schedules. [If your firm is a corporation or a partnership and you have filed an Extension of Time to File form #7004, submit the form in lieu of current year return and still submit the most recent return.]
4. Minutes of all Board of Directors, Partnership, Member, and Shareholders meetings held within the last year.
5. Current or most recent Wisconsin Domestic or Foreign Corporation Annual Report, if applicable.
6. New or Amended Articles of Incorporation, By-laws, and stock certificates including cancelled stock certificates issued within the last five years.
7. New or updated lease agreement(s) obtained within the last five years. [Include agreements for office and/or warehouse space, equipment, vehicles, distributor agreements, management/technical support agreements, etc.]
8. New or renewed loan notes and lines of credit obtained within the last five years including security/collateral agreements, personal guarantee, etc. (i.e., equipment, vehicles and real estate).
9. New or reissued bank signature card(s) and/or Corporate Borrowing/Depository Resolution(s) obtained within the last five years.
10. Current DBE certification letters/certificates with other agencies.
11. Current bonding certificate and insurance declaration page(s).
12. Copies of licenses held by the company owners and key personnel in the primary field(s) of work, if applicable.
13. Copy of the business' most current full-year profit and loss statement and balance sheet.