

Wisconsin Supplier Diversity Program

Document Checklist - Minority-Owned Business Enterprise (MBE)

Place an X in the box next to each Document Type uploaded into your business account on
SupplierDiversity.wi.gov.

		MBE																																				
1	No Fee for MBE Certification.	☒																																				
2	EVIDENCE OF MINORITY STATUS - Wis. Admin. Code §§ 84.02(29) and 84.04 Must be documented by 1 or more of the following, for <u>each</u> minority owner: <table border="1"> <tr><td>Birth Certificate</td><td></td></tr> <tr><td>Native American Tribal Registration</td><td></td></tr> <tr><td>Naturalization or Permanent Residence Certificate</td><td></td></tr> <tr><td>Birth Certificate of Blood Parent or Grandparent</td><td></td></tr> <tr><td>Other Evidence of Minority Status (if none of the above are available).</td><td></td></tr> <tr><td>- Driver's License, Passport, or State-Issued ID</td><td></td></tr> <tr><td>- Other Records which Document Ethnicity or Racial Heritage</td><td></td></tr> </table>	Birth Certificate		Native American Tribal Registration		Naturalization or Permanent Residence Certificate		Birth Certificate of Blood Parent or Grandparent		Other Evidence of Minority Status (if none of the above are available).		- Driver's License, Passport, or State-Issued ID		- Other Records which Document Ethnicity or Racial Heritage																								
Birth Certificate																																						
Native American Tribal Registration																																						
Naturalization or Permanent Residence Certificate																																						
Birth Certificate of Blood Parent or Grandparent																																						
Other Evidence of Minority Status (if none of the above are available).																																						
- Driver's License, Passport, or State-Issued ID																																						
- Other Records which Document Ethnicity or Racial Heritage																																						
3	DOCUMENTATION OF 51% OWNERSHIP BY MINORITY OWNER(S) - Wis. Admin. Code § Adm 84.06 Minimum Documentation Required: 3 Years of Federal Business Tax Forms: Upload Signature Page or Form 9879 <u>AND</u> the Tax schedules/forms listed below. <table border="1"> <tr><td>1040/1040A: Schedule C and Schedule E (if available)</td><td></td></tr> <tr><td>1120: Schedule G and Form 1125E (if available)</td><td></td></tr> <tr><td>1120S: Schedule K-1, Schedule G-1, and Form 1125E (if available) 2016, 2017, 2018, 2019 ext</td><td></td></tr> <tr><td>1065: Schedule K-1, Schedule B-1, and Form 1125 (if available)</td><td></td></tr> <tr><td>Buy-Out or Purchase Agreement(s), if applicable</td><td></td></tr> <tr><td>Corporate By-Laws, if applicable</td><td></td></tr> <tr><td>Partnership Agreement, if applicable</td><td></td></tr> <tr><td>Financial Agreements</td><td></td></tr> <tr><td>Stock Certificates or Stock Affirmation Forms, if applicable</td><td></td></tr> <tr><td>Additional Documentation <u>may</u> be requested:</td><td></td></tr> <tr><td>Articles of Incorporation/Organization, if applicable (corporations, LLCs)</td><td></td></tr> <tr><td>Salary and Profit-Sharing Records</td><td></td></tr> <tr><td>Corporate-Borrowing Resolution (corporations)</td><td></td></tr> <tr><td>Canceled check(s) used to purchase ownership (sole proprietorships)</td><td></td></tr> <tr><td>Current Business Financial Statements (Profit & Loss or Balance Sheet)</td><td></td></tr> <tr><td>Business Licenses</td><td></td></tr> <tr><td>Minutes of Corporate Meetings</td><td></td></tr> <tr><td>Joint Venture Agreement (Must be signed by all of the joint venturers and must include the information provided in Wis. Admin. Code § Adm 83.25(c)1.-2.)</td><td></td></tr> </table>	1040/1040A: Schedule C and Schedule E (if available)		1120: Schedule G and Form 1125E (if available)		1120S: Schedule K-1, Schedule G-1, and Form 1125E (if available) 2016, 2017, 2018, 2019 ext		1065: Schedule K-1, Schedule B-1, and Form 1125 (if available)		Buy-Out or Purchase Agreement(s), if applicable		Corporate By-Laws, if applicable		Partnership Agreement, if applicable		Financial Agreements		Stock Certificates or Stock Affirmation Forms, if applicable		Additional Documentation <u>may</u> be requested:		Articles of Incorporation/Organization, if applicable (corporations, LLCs)		Salary and Profit-Sharing Records		Corporate-Borrowing Resolution (corporations)		Canceled check(s) used to purchase ownership (sole proprietorships)		Current Business Financial Statements (Profit & Loss or Balance Sheet)		Business Licenses		Minutes of Corporate Meetings		Joint Venture Agreement (Must be signed by all of the joint venturers and must include the information provided in Wis. Admin. Code § Adm 83.25(c)1.-2.)		
1040/1040A: Schedule C and Schedule E (if available)																																						
1120: Schedule G and Form 1125E (if available)																																						
1120S: Schedule K-1, Schedule G-1, and Form 1125E (if available) 2016, 2017, 2018, 2019 ext																																						
1065: Schedule K-1, Schedule B-1, and Form 1125 (if available)																																						
Buy-Out or Purchase Agreement(s), if applicable																																						
Corporate By-Laws, if applicable																																						
Partnership Agreement, if applicable																																						
Financial Agreements																																						
Stock Certificates or Stock Affirmation Forms, if applicable																																						
Additional Documentation <u>may</u> be requested:																																						
Articles of Incorporation/Organization, if applicable (corporations, LLCs)																																						
Salary and Profit-Sharing Records																																						
Corporate-Borrowing Resolution (corporations)																																						
Canceled check(s) used to purchase ownership (sole proprietorships)																																						
Current Business Financial Statements (Profit & Loss or Balance Sheet)																																						
Business Licenses																																						
Minutes of Corporate Meetings																																						
Joint Venture Agreement (Must be signed by all of the joint venturers and must include the information provided in Wis. Admin. Code § Adm 83.25(c)1.-2.)																																						
4	DOCUMENTATION OF 51% CONTROL BY MINORITY OWNER(S) - Wis. Admin. Code § Adm 84.08 Documents required if exist. <table border="1"> <tr><td>Documentation of Control of Bank Accounts with owner <u>and</u> business name (Ex: Signature Card, Business Debit/Credit Card, Bank Statement)</td><td></td></tr> <tr><td>All Business Agreements are required.</td><td></td></tr> <tr><td>Operating Agreements</td><td></td></tr> <tr><td>Signed Bids and Contracts</td><td></td></tr> <tr><td>Signed Loans</td><td></td></tr> <tr><td>Signed Hiring Decisions</td><td></td></tr> <tr><td>Resumes</td><td></td></tr> </table>	Documentation of Control of Bank Accounts with owner <u>and</u> business name (Ex: Signature Card, Business Debit/Credit Card, Bank Statement)		All Business Agreements are required.		Operating Agreements		Signed Bids and Contracts		Signed Loans		Signed Hiring Decisions		Resumes																								
Documentation of Control of Bank Accounts with owner <u>and</u> business name (Ex: Signature Card, Business Debit/Credit Card, Bank Statement)																																						
All Business Agreements are required.																																						
Operating Agreements																																						
Signed Bids and Contracts																																						
Signed Loans																																						
Signed Hiring Decisions																																						
Resumes																																						
5	DOCUMENTATION OF ACTIVE MANAGEMENT BY MINORITY OWNER & USEFUL BUSINESS FUNCTION Wis. Admin. Code § Adm 84.10 & 84.12 Documents required if exist. <table border="1"> <tr><td>Signed Invoices, Contracts, and Purchase Orders Sent to <u>Your</u> Customers (at least three), required</td><td></td></tr> <tr><td>Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available)</td><td></td></tr> <tr><td>Business Equipment Inventory/List</td><td></td></tr> <tr><td>Leases</td><td></td></tr> <tr><td>Employee Contracts</td><td></td></tr> <tr><td>Loans</td><td></td></tr> <tr><td>Payroll Records</td><td></td></tr> </table>	Signed Invoices, Contracts, and Purchase Orders Sent to <u>Your</u> Customers (at least three), required		Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available)		Business Equipment Inventory/List		Leases		Employee Contracts		Loans		Payroll Records																								
Signed Invoices, Contracts, and Purchase Orders Sent to <u>Your</u> Customers (at least three), required																																						
Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available)																																						
Business Equipment Inventory/List																																						
Leases																																						
Employee Contracts																																						
Loans																																						
Payroll Records																																						
6	OUT-OF-STATE BUSINESSES - Businesses whose headquarters is not in the State of Wisconsin. Wis. Admin. Code §§ Adm 84.22, & 84.23 <table border="1"> <tr><td>Home State MBE/DBE Certification (letter of certification or most recent certificate). Please contact Supplier Diversity if not certified in home state.</td><td></td></tr> <tr><td>Business Registration in Wisconsin - see wdfi.org</td><td></td></tr> </table>	Home State MBE/DBE Certification (letter of certification or most recent certificate). Please contact Supplier Diversity if not certified in home state.		Business Registration in Wisconsin - see wdfi.org																																		
Home State MBE/DBE Certification (letter of certification or most recent certificate). Please contact Supplier Diversity if not certified in home state.																																						
Business Registration in Wisconsin - see wdfi.org																																						
7	UPLOAD <u>COMPLETED</u> DOCUMENT CHECKLIST INTO YOUR BUSINESS ACCOUNT ON wisdp.wi.gov (Optional).																																					

Please email SupplierDiversity@wi.gov to discuss missing documents.