

Wisconsin Supplier Diversity Program

Document Checklist - Service-Disabled Veteran-Owned Business (DVB)

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

		DVB																																				
1	<b>\$150 FEE</b> (Mail to Dept of Administration, P.O. Box 7970, Madison, WI 53707-7970. Electronic payment unavailable.)																																					
2	<p><b>EVIDENCE OF DISABLED VETERAN STATUS - Wis. Stat. § 16.283(1)(b)</b>                      Must provide <u>each</u> of the following, for each disabled veteran owner:</p> <table border="1"> <tr> <td>Evidence of Wisconsin Residency (Usually WI Driver's License or WI Issued ID)</td> <td></td> </tr> <tr> <td>US Dept of Defense Form DD 214 (Certificate of Release or Discharge from Active Duty)</td> <td></td> </tr> <tr> <td>Service connected disability rating of at least 0% from Dept of Veterans Affairs or Armed Services branch</td> <td></td> </tr> </table>	Evidence of Wisconsin Residency (Usually WI Driver's License or WI Issued ID)		US Dept of Defense Form DD 214 (Certificate of Release or Discharge from Active Duty)		Service connected disability rating of at least 0% from Dept of Veterans Affairs or Armed Services branch																																
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3	<p><b>DOCUMENTATION OF 51% OWNERSHIP BY DISABLED VETERAN - Wis. Admin. Code § Adm 82.25</b></p> <p><i>Minimum Documentation Required:</i></p> <p>3 Years of Federal Business Tax Forms: Upload Signature Page or Form 8879 <b>AND</b> the Tax schedules/forms listed below.</p> <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)</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 colspan="2"><i>Additional Documentation may be requested:</i></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 &amp; 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(e)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)		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		<i>Additional Documentation may be requested:</i>		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(e)1.-2.)		
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5	<p><b>DOCUMENTATION OF ACTIVE MANAGEMENT BY DISABLED VETERAN OWNER &amp; USEFUL BUSINESS FUNCTION</b>                      Wis. Admin. Code §§ Adm 82.33 &amp; 82.37</p> <p><b>Documents required if exist.</b></p> <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																								
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6	<p><b>DISABLED VETERAN-OWNED BUSINESSES - Must Be Headquartered in Wisconsin.</b>                      No out-of-state DVBs can be DVB certified in Wisconsin. - Wis. Stats. 16.283(3)(b)1m.c.</p>	X																																				
7	<b>UPLOAD COMPLETED DOCUMENT CHECKLIST INTO YOUR BUSINESS ACCOUNT ON wisdp.wi.gov (Optional).</b>																																					

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