

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 wisdp.wi.gov.

		DVB
1	\$150 FEE (Mail to Dept of Administration, P.O. Box 7890, Madison, WI 53707-7970. Electronic payment unavailable.)	
2	EVIDENCE OF DISABLED VETERAN STATUS - Wis. Stat. § 16.283(1)(b) Must provide <u>each</u> of the following, for each disabled veteran owner:	
	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	
3	DOCUMENTATION OF 51% OWNERSHIP BY DISABLED VETERAN - Wis. Admin. Code § Adm 82.25	
	<i>Minimum Documentation Required:</i>	
	3 Years of Business Tax Forms: Upload Signature Page or Form 8879 AND the Tax schedules/forms listed below.	
	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	
	Articles of Incorporation, if applicable	
	Corporate By-Laws, if applicable	
	Partnership Agreement, if applicable	
	Financial Agreements	
	Stock Certificates or Stock Affirmation Forms, if applicable	
	<i>Additional Documentation <u>may</u> be required:</i>	
	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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4	DOCUMENTATION OF CONTROL BY DISABLED VETERAN OWNER(S) - Wis. Admin. Code § Adm 82.29
	Documents required if exist.
	Documentation of Control of Bank Accounts (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 DISABLED VETERAN OWNER & USEFUL BUSINESS FUNCTION Wis. Admin. Code §§ Adm 82.33 & 82.37
	Documents required if exist.
	Signed Invoices, Contracts, and Purchase Orders (at least three suppliers), 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	DISABLED VETERAN-OWNED BUSINESSES - Must Be Headquartered in Wisconsin. No out-of-state DVBs can be DVB certified in Wisconsin. - Wis. Stats. 16.283(3)(b)1m.c.	
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7	UPLOAD THIS DOCUMENT CHECKLIST INTO YOUR BUSINESS ACCOUNT ON wisdp.wi.gov	
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Please email WisdpWebApplication@wi.gov to discuss missing documents.