

Wisconsin Supplier Diversity Program

Document Checklist - Woman-Owned Business Enterprise (WBE)

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

		WBE
1	\$150 FEE (Mail to Dept of Administration, P.O. Box 7970, Madison, WI 53707-7970. Electronic payment unavailable.)	<input type="checkbox"/>
2	DOCUMENTATION OF GENDER - Wis. Admin. Code § Adm 83.22 Must provide at least one of the following, for each woman owner:	<input type="checkbox"/>
	Birth Certificate	<input type="checkbox"/>
	Passport	<input type="checkbox"/>
	State Issued ID or Driver's License	<input type="checkbox"/>
3	DOCUMENTATION OF 51% OWNERSHIP BY WOMAN OWNER: Wis. Admin. Code § Adm 83.25 <i>Minimum Documentation Required:</i> 3 Years of Federal 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 Corporate By-Laws, if applicable Partnership Agreement, if applicable Stock Certificates or Stock Affirmation Forms, if applicable Operating 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.)	<input type="checkbox"/>
4	DOCUMENTATION OF CONTROL BY WOMAN OWNER - Wis. Admin. Code § Adm 83.29 ALL Documents REQUIRED.	<input type="checkbox"/>
	Documentation of Control of Bank Accounts with owner <u>and</u> business name (Ex: Signature Card, Business Debit/Credit Card, Bank Statement)	<input type="checkbox"/>
	All Business Agreements	<input type="checkbox"/>
	Operating Agreements	<input type="checkbox"/>
	Signed Bids and Contracts	<input type="checkbox"/>
	Signed Loans	<input type="checkbox"/>
	Signed Hiring Decisions	<input type="checkbox"/>
	Resumes	<input type="checkbox"/>
5	DOCUMENTATION OF ACTIVE MANAGEMENT BY WOMAN OWNER & USEFUL BUSINESS FUNCTION Wis. Admin. Code §§ Adm 83.33 & 83.37 Documents required if exist.	<input type="checkbox"/>
	Signed Invoices, Contracts, and Purchase Orders Sent to <u>Your</u> Customers (at least three), required	<input type="checkbox"/>
	Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available)	<input type="checkbox"/>
	Business Equipment Inventory/List	<input type="checkbox"/>
	Leases	<input type="checkbox"/>
	Employee Contracts	<input type="checkbox"/>
	Loans	<input type="checkbox"/>
	Payroll Records	<input type="checkbox"/>
6	OUT-OF-STATE BUSINESSES - Businesses whose headquarters is not in the State of Wisconsin. Wis. Admin. Code §§ Adm 83.92 & 83.94	<input type="checkbox"/>
	Documentation of at least one customer located in Wisconsin - Wis. Stat. § 16.285(1)(a)(2)	<input type="checkbox"/>
	Home State Certification (letter of certification or most recent certificate)	<input type="checkbox"/>
	Business Registration in Wisconsin - see wdfi.org	<input type="checkbox"/>
7	UPLOAD COMPLETED DOCUMENT CHECKLIST INTO YOUR BUSINESS ACCOUNT ON wisdp.wi.gov (Optional).	<input type="checkbox"/>

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