



careers  
businesses  
neighborhoods

## Document Checklist: What You Need When Applying for Emerging Business Enterprise (EBE) Certification

Gather the documents you will need to complete the process:

- **Resumes** for everyone who has ownership interest in the business.
- **Bank letters** including account numbers, a list of those authorized to sign on the account, and any limitations to a signer's authority.
- **A financial statement** detailing the most recent fiscal year, including a balance sheet or profit-and-loss statement, and describing all cash flows.
- **The business' federal, state, and city signed tax returns** for the most recent three tax years, including all schedules.
- **Personal federal, state, and city signed tax returns** of each owner for the prior two tax years, including all schedules. All W-2 forms must total to the amount listed on Line 7 of the IRS form 1040, including spouse's W-2s.
- **Proof of U.S. citizenship or permanent resident alien status** for each owner.
- **Licenses and permits** which the business holds.
- **Lease agreements or proof of ownership** for all business locations, which must be valid for at least six months after the date of application.
- **Two or more business contracts and invoices** completed and signed, along with proof of payment.
- **Vehicle registration(s)** for any vehicle used for business purposes.
- **Proof of bonding capacity**, if applicable.
- **Proof of three or more investment sources/capitalization** in the business within the past two years (e.g. major purchase receipts, loan agreements, payroll records).
- **Proof of contributions** used to acquire majority ownership, for each owner, if applicable. Include copies of both sides of canceled checks.

- **Proof of any transfers of assets** to or from your firm, and/or to or from any of its owners, over the past two years, if applicable.
- **Schedule of salaries** and other compensation and remuneration paid to owners, managers, directors, and/or officers of the firm, if applicable.

The following documents may also be required, based on the structure of your business:

- **Sole Proprietors** must provide a "Business Certificate" filed with the County Clerk if operating under a DBA name.
- **Partnerships** must provide a partnership agreement, and a business certificate as filed with county clerk.
- **Limited Partnerships (LPs)** and **Limited Liability Partnerships (LLPs)** must provide a partnership agreement and a state filing receipt, including any amended receipts.
- **Limited Liability Companies (LLCs)** must provide an LLC Organizational Agreement and LLC Articles of Organization, a state filing receipt, including any amended receipts, and any membership certificates, front and back, as well as the next un-issued certificate.
- **Corporations** must provide Articles of Incorporation, corporate bylaws, a state filing receipt, including any amended receipts, and stock certificates, front and back, as well as the next un-issued certificate.
- **Businesses operating under a trade name or doing-business-as name (DBA)** must provide a Certificate of Assumed Name, as filed with the County Clerk.

## Need Help?

Reach out to the NYC Department of Small Business Services via **SBS Connect**:

<https://sbsconnect.nyc.gov/contact/>