

***ATTENTION:** Only provide documents in PDF format and only provide personal documents (i.e., birth certificate, photo I.D., driver's license, U.S. passport, etc...) for persons that are HUB eligible (i.e., women, minority, service-disabled veterans) as the documents are only needed for HUB eligible owners, not all owners.

****ATTENTION:** All Limited Partnerships or Limited Liability Partnerships that have a General Partner that is another business entity will need to provide ALL documentation for the General Partner entity as if it was also applying for HUB certification. See checklist for the appropriate business structure of the General Partner entity (i.e., Corporation, Limited Liability Company (LLC), Limited Liability Partnership (LLP) and provide all documents.



LIMITED LIABILITY PARTNERSHIP (LLP) CHECKLIST

- 1. Statement of Eligibility (downloadable document) which can be downloaded in the B2G HUB system OR from the HUB website:**
 - This document is an attestation to meeting all the HUB eligibility requirements.
 - Must be signed and dated by the HUB eligible owner(s) making up the 51% HUB eligible ownership OR the highest-ranking HUB eligible officer (i.e., CEO or President).
- 2. Provide verification of Federal Employer's Identification Number (EIN#).**
 - Vendor will need to obtain a Federal Employers Identification Number (EIN#) issued by the Internal Revenue Service (IRS) and upload it into their application documents.
 - We suggest you obtain the EIN# online so that you can print the IRS EIN# issuance letter before you close out online with the IRS. You will need the EIN# issuance letter to upload into the HUB application as part of the mandatory documents. Otherwise, if not done online it will take a few weeks to receive the IRS letter via mail.
- 3. Proof of U.S. citizenship/ethnicity for the eligible applicant (one of the following):**
 - Birth certificate.
 - U.S. Passport.
 - Certificate of Naturalization.
 - Tribal Required ID recognized by the Bureau of Indian Affairs (Native American only).
- 4. (Veterans Only) Proof of Veteran Service-connected disability status (provide both of the following):**
 - DD-214 Military Discharge.
 - Disability Rating Letter issued by the Department of Veteran Affairs or Department of Defense.
- 5. Official photo ID (one of the following):**
 - Texas driver license or
 - Texas Identification Card.
- 6. Proof of Texas residency for eligible applicant(s) (one of the following):**
 - Texas driver license or
 - Texas Identification Card or
 - Texas County Appraisal District's Property Tax Statement confirming your Texas address as a homestead or
 - Apartment or home lease agreement confirming Texas residency for at least one year prior to applying for HUB certification.
- 7. Corporate Federal Income Tax Return to include a complete copy with all schedules and attachments:**
 - Form 1065 or
 - Form 1120, 1120-S or
 - 1040 Schedule C (single member LLC's only).
 - For New Business' Only, that have not yet had to file a tax return, complete a Limited Liability Company Affidavit of Ownership / Business Balance Sheet Form which can be downloaded in the B2G HUB system or from the HUB website.

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- 8. Employers Quarterly Reports.**
 - Provide all four quarters of the same year as the corporate federal income tax return you are submitting.
 - 9. Membership Certificates (if required):**
 - This is only required of Limited Liability Companies (LLC) that have issued membership certificates as not all LLC's are required to issue membership certificates. Please reference your Company Operating Agreement or Company Regulations to see if certificates are a requirement or if they are optional.
 - 10. Texas Secretary of State filing (provide both of the following):**
 - Certificate of Limited Partnership and all amendments, and
 - Certificate of Filing.
 - 11. Partnership Agreement must include:**
 - Signed by all partners.
 - Identify the general/managing partners and limited partners.
 - Voting rights.
 - Profit / Losses
 - Buy out rights.
 - Proof of capital invested in dollar amounts.
 - 12. Current bank signature card or signed letter from business banking institution to include:**
 - Business full name.
 - Bank account number.
 - Authorized signers on the bank account.
 - 13. Current signed business loan agreements and promissory notes (if applicable).**
 - 14. Current professional licenses and permits (if applicable).**
 - 15. Current signed business site lease agreement (if leasing) or current county tax appraisal statement (if property is owned) including:**
 - The name and location of the business, and
 - The normal business hours for the business applying for HUB certification, and
 - The days, and specific hours per day, you devote to the operation of the business, versus the days, and specific hours per day, you dedicate to the operation of the business applying for HUB certification, during its normal business hours, and
 - The name(s) of the individual(s) in charge of the business applying for HUB certification during your absence.
- Please provide a detailed description of your other business ownership (if applicable) to include:**
- The name and location of the business, and
 - The normal business hours for the business applying for HUB certification, and
 - The days, and specific hours per day, you devote to the operation of the business, versus the days, and specific hours per day, you dedicate to the operation of the business applying for HUB certification, during its normal business hours, and
- 16. Detailed explanation if your business has ever been denied certification by any other service-disabled veteran, minority or woman owned business certification organization.**
 - Please explain the reason for denial.