Required Documents for VIP Application Business Type: Sole Proprietorship

The below documents are required in order for the Center for Verification and Evaluation (CVE) to begin processing your application. If you are party to a Joint Venture or Mentor Protégé, you will be required to submit supporting documentation.

During application review, additional documents may be requested by the assessor at his or her discretion. Documents that may be reviewed include, but are not limited to, those identified in 38 C.F.R. 74.12 and 38 C.F.R. 74.20.

NOTE: Do not upload any password-protected documents. CVE is not able to verify the password-protected documents.

Туре	Description	Rationale	Reverification
License	Business licenses, permits or accreditations -	Used to determine if the concern is	YES, if the license has expired or will expire
	Licenses, permits, and accreditations are	operating the "type" of business legally in	within 60 days of the date of application.
	issued after the determining authority	the state where it is chartered to perform	
	validates the applicant is in compliance with	services, and if any critical professional	
	all appropriate city, county and state	licenses are up-to-date. Also, the legality of	
	statutes and ordinances. The applicant is	the tenant space can be verified against the	
	then authorized to operate the specific type	address listed on the license. If not the	
	of business identified on the license, permit	same, it is important to investigate whether	
	or accreditation.	the company has moved its location.	
Resume	Resumes of all owners, directors, partners,	The reflected experience level helps CVE	YES, if the Veteran has assumed a new job,
	officers and other key personnel - One to	determine the Veteran owner's ability to	discontinued work with a job or firm
	two-page chronological resume listing the	control and manage the applicant concern.	reflected on a previous resume, or the
	current and previous occupation, job	The resume is reviewed to determine if	information on the last-submitted resume
	description/duties, education, personal	he/she has the requisite qualifications,	has changed since the last verification. If key
	identifying information, dates, skills,	knowledge and experience to operate and	personnel and/or new owners have been
	abilities, etc.	manage the type of company as identified in	added to the business, resumes of ALL key
		the company's VIP profile.	personnel/ owners are required.
Tax 1040	IRS Form 1040 and all attachments,	IRS Form 1040 and all attachments,	YES (most recent year's personal tax return),
	Schedules C, Schedules E, and W-2s (the	Schedules C, Schedules E, and W-2s (the	unless the owners file their business taxes
	total amounts on the W-2s must be equal to	total amounts on the W-2s must be equal to	on Schedule C of their 1040s. In those cases,
	line 7 on Form 1040) - All owners with 33%	line 7 on the Form 1040) - All owners with	CVE must have last 3 years' tax returns on
	or more ownership are required to submit	33% or more ownership are required to	file.
	their Personal Tax filings from the previous	submit their Personal Tax filings from the	
	year. In addition, the applicant is required to	previous year. In addition, the applicant is	
	submit its Business Tax filings from the 3	required to submit its Business Tax filings	

Type	Description	Rationale	Reverification
Payroll	previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same. Payroll Distribution Ledger or W-2s (Wage and Tax Statement) for preceding year (Full Year) and year-to-date (Jan. to present) for employees - The payroll distribution ledger or W-2 statement with all Personally Identifiable Information (PII) redacted for the full preceding year as well as the current year-to-date showing all employees and/or contractors and wages/commissions/distributions earned.	from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same. CVE requests these documents to ensure the Veteran owner meets the highest paid officer requirement.	YES
Signature cards	Signature cards authenticated by financial institutions (Banks, Savings, Banks, Credit Unions, etc.) – A document that a customer signs when opening an account at a financial institution. It identifies the depositor and persons authorized to withdraw funds from the account.	Used to determine control. The bank signature card identifies who within the company has the authority to authorize and sign checks on behalf of the company. There may be one or more persons with checksigning authority, but the Veteran owner must be able to unilaterally sign checks. CVE acknowledges that electronic banking is becoming more common and therefore, some applicants may not have a bank signature card. In these situations, CVE will work with the applicant to obtain the appropriate electronic banking documentation.	NO, unless the Signature Card has been updated since the last verification.
Contracts	Copies of the last 5 contracts and/or proposals to include bids and purchase orders or work agreements (Cover page and Signature page only) - These include bids and purchase orders that the applicant has submitted or has been awarded.	Used by CVE to help verify day-to-day control.	YES
Lease, Management	Lease, management, or service agreements to include supporting payments - They	Enables CVE to verify the business address and that the concern has the legal authority	Lease agreement: YES, if the applicant has moved or if the lease has expired; if month-

Туре	Description	Rationale	Reverification
and Service Agreements	define the terms under which a tenant may use a commercial property and its services, facilities, equipment (communication, mail services, etc.). Supporting payments (checks, etc.) document the agreements are in effect.	to occupy the space. Includes lease, management, or service agreements. CVE will review 3 months of cancelled rent checks or other proofs of payment to validate that the applicant is actually making payment for the binding services, demonstrating that the applicant is not dependent on another firm.	to-month lease, provide letter of explanation confirming that the arrangement is still in place. Proof of payment (checks, receipts, etc.): YES, last 3 months.
Franchise Agreement	A legal, binding contract between a franchisor and franchisee. Applies only if business is a party to a Franchise Agreement.	Helps CVE determine control of the franchise.	NO, unless the Franchise Agreement has been updated since the last verification.
Joint Venture Agreement	Joint Venture Agreement and current opportunity on which joint venture is bidding (if applicable) - A written agreement which identifies the nature of the joint venture (JV), capital and resources contributed by each JV partner, and their rights and responsibilities. The current opportunity is the procurement opportunity the JV is bidding on and is typically one of the underlying reasons for the formation of the joint venture.	Helps CVE determine ownership and control of the JV. The Managing Venturer of the joint venture must be a company verified by CVE. The Joint Venture must be organized as a separate legal entity (e.g., an LLC, corporation, partnership, etc.) and the joint venture agreement must include the twelve requirements found under 13 C.F.R. § 125.18(b)(2).	YES, with new effective date.
Mentor Protégé Agreement	Mentor Protégé Agreement, including all amendments	Helps CVE understand the relationship between the mentor and protégé to determine if the mentor and protégé qualify for the CVE verification program on the basis of size and control. To qualify, the mentor protégé relationship must be approved by the United States Small Business Administration.	NO, unless the Mentor-Protégé Agreement has been updated or expired since the last verification.

Required Documents for VIP Application Business Type: Limited Liability Company (LLC)

The below documents are required in order for the Center for Verification and Evaluation (CVE) to begin processing your application. If you are party to a Joint Venture or Mentor Protégé, you will be required to submit supporting documentation.

During application review, additional documents may be requested by the assessor at his or her discretion. Documents that may be reviewed include, but are not limited to, those identified in under 38 C.F.R. 74.12 and 38 C.F.R. 74.20.

NOTE: Do not upload any password-protected documents. CVE is not able to verify the password-protected documents.

Туре	Description	Rationale	Reverification
License	Business licenses, permits or accreditations -	Used to determine if the concern is	YES, if the license has expired or will expire
	Licenses, permits, and accreditations are	operating the "type" of business legally in	within 60 days of the date of application.
	issued after the determining authority	the state where it is chartered to perform	
	validates the applicant is in compliance with	services, and if any critical professional	
	all appropriate city, county and state statutes	licenses are up-to-date. Also, the legality of	
	and ordinances. The applicant is then	the tenant space can be verified against the	
	authorized to operate the specific type of	address listed on the license. If not the	
	business identified on the license, permit or	same, it is important to investigate whether	
	accreditation.	the company has moved its location.	
Resume	Resumes of all owners, directors, partners,	The reflected experience level helps CVE	YES, if the Veteran or non-Veteran owners
	officers and other key personnel - One to	determine the Veteran owner's ability to	has/have assumed a new job, discontinued
	two-page chronological resume listing the	control and manage the applicant concern.	work with a job or firm reflected on a
	current and previous occupation, job	The resume is reviewed to determine if	previous resume, or the information on the
	description/duties, education, personal	he/she has the requisite qualifications,	last-submitted resume has changed since
	identifying information, dates, skills, abilities,	knowledge and experience to operate and	the last verification. If key personnel and/or
	etc.	manage the type of company as identified	owners have been added to the business,
		in the company's VIP profile.	resumes of ALL key personnel/ owners are
			required.
Tax 1040	IRS Form 1040 and all attachments,	IRS Form 1040 and all attachments,	YES (most recent year's personal tax return),
	Schedules C, Schedules E, and W-2s (the total	Schedules C, Schedules E, and W-2s (the	unless the owners file their business taxes
	amounts on the W-2s must be equal to line 7	total amounts on the W-2s must be equal	on Schedule C of their 1040s. In those cases,
	on the Form 1040) - All owners with 33% or	to line 7 on the Form 1040) - All owners	CVE must have last 3 years' tax returns on
	more ownership are required to submit their	with 33% or more ownership are required	file.
	Personal Tax filings from the previous year. In	to submit their Personal Tax filings from the	
	addition, the applicant is required to submit	previous year. In addition, the applicant is	

Description	Rationale	Reverification
its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same. Appropriate IRS tax form filed; (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. This form is used by LLCs that are classified as partnerships for federal income tax purposes. The Schedule K-1 requires the members name, address, EIN, members' identification number, members' name and address, members' share of liabilities, taxable income from passive activities, qualified dividends, net capital gain (loss) from passive activities, net capital gain (loss) from other activities, net passive AMT adjustment, net	required to submit its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same. Used to determine control. Box G provides the partner with two choices; - (1) General partner or LLC member-manager or (2) Limited partner or other LLC member. To identify that they are the controlling manager, they must check the first box indicating that they are a "General partner or LLC member-manager." Box J will also identify the profit, loss, and capital percentages both on the beginning and year end statement. These percentages are generally based on the Operating Agreement.	YES, CVE must have last 3 years' business tax returns on file.
income housing credits and any other information the LLC needs to include. Of importance, Box G identifies the type of partner/member.		
Proprietorship (Schedule C), partnership (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. The Schedule K-1 requires the partnership name, address, partnership EIN, partners' identification number, partners' name and	Box G provides the partner with two choices; - (1) General partner or LLC member-manager or (2) Limited partner or other LLC member. To identify that they are the controlling manager, they must check the first box indicating that they are a "General partner or LLC member-manager." Box J will also identify the profit,	YES, CVE must have last 3 years' business tax forms/returns on file.
	its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same. Appropriate IRS tax form filed; (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. This form is used by LLCs that are classified as partnerships for federal income tax purposes. The Schedule K-1 requires the members name, address, EIN, members' identification number, members' name and address, members' share of liabilities, taxable income from passive activities, qualified dividends, net capital gain (loss) from passive activities, net capital gain (loss) from other activities, net passive AMT adjustment, net other AMT adjustment, general credits, low income housing credits and any other information the LLC needs to include. Of importance, Box G identifies the type of partner/member. Appropriate IRS tax form filed; If filed as Sole Proprietorship (Schedule C), partnership (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. The Schedule K-1 requires the partnership name, address, partnership EIN, partners'	its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same. Appropriate IRS tax form filed; (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. This form is used by LLCs that are classified as partnerships for federal income tax purposes. The Schedule K-1 requires the members name, address, EIN, members' identification number, members' name and address, members' share of liabilities, taxable income from passive activities, net capital gain (loss) from dother activities, net capital gain (loss) from other activities, net passive AMT adjustment, net other AMT adjustment, general credits, low income housing credits and any other information the LLC needs to include. Of importance, Box G identifies the type of partner/member. Appropriate IRS tax form filed; If filed as Sole Proprietorship (Schedule C), partnership (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. The Schedule K-1 requires the partners' share of income or loss from a partnership. The Schedule K-1 requires the partners' in ame and diversity of the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. The Schedule K-1 requires the partners' name and address, partnership EIN, partners' identification number, partners' name and a "General partner or LLC member-manager or (2) Limited partner or or LLC member-manager." Box J will also identify the profit, or the past three years - The 1065 (Partnership tax return) identifies the partners' name and address, partnership EIN, partners' in ame and address, manufaction or the partner or the partner or LLC member and year and statement. These percentages b

Туре	Description	Rationale	Reverification
	taxable income from passive activities, taxable income from other activities, qualified dividends, net capital gain (loss) from passive activities, net capital gain (loss) from other activities, net passive AMT adjustment(s), net other AMT adjustment(s), general credits, low income housing credits and any other information the partnership needs to include. Of importance, Box G identifies the type of partner.	beginning and year end statement. These percentages are generally based on the Operating Agreement.	
Tax 1120	IRS Form 1120 and corresponding K-1 for the past three years - Schedule K-1 of Form 1120 is used to report each member's pro-rated share of net income or loss from the business concern, along with various separately stated income and deduction items. An LLC can file a Form 1120 if it has elected to be treated as an association taxable as a corporation. The LLC nets non-separately stated income and expenses. The profit or loss is allocated in strict proportion to the member's percentage of ownership. Box F identifies the member's percentage of ownership for the corresponding tax year.	Used to determine ownership. Part II, Box F identifies the member's percentage of ownership for the corresponding tax year. This form helps prove percentage of ownership.	YES, CVE must have last 3 years' business tax returns on file.
Payroll	Payroll Distribution Ledger or W-2s (Wage and Tax Statement) for preceding year (Full Year) and year-to-date (Jan. to present) for employees - The payroll distribution ledger or W-2 statement with all Personally Identifiable Information (PII) redacted for the full preceding year as well as the current year-to-date showing all employees and/or contractors and wages/commissions/distributions earned.	CVE requests these documents to ensure the Veteran owner meets the highest paid officer requirement.	YES
Signature cards	Signature cards authenticated by financial institutions (Banks, Savings Banks, Credit Unions, etc.) – A document that a customer	Used to determine control. The bank signature card identifies who within the company has the authority to authorize	NO, unless the Signature Card has been updated since the last verification.

Туре	Description	Rationale	Reverification
	signs when opening an account at a financial institution. It identifies the depositor and persons authorized to withdraw funds from the account.	and sign checks on behalf of the company. There may be one or more persons with check-signing authority, but the Veteran owner must be able to unilaterally sign checks. CVE acknowledges that electronic banking is becoming more common and therefore, some applicants may not have a bank signature card. In these situations, CVE will work with the applicant to obtain the appropriate electronic banking documentation.	
Contracts	Copies of the last 5 contracts and/or proposals to include bids and purchase orders or work agreements (Cover page and Signature page only) - These include bids and purchase orders that the applicant has submitted or has been awarded.	Used by CVE to help verify day-to-day control.	YES
Lease, Management and Service Agreements	Lease, management, or service agreements to include supporting payments They define the terms under which a tenant may use a commercial property and its services, facilities, equipment (communication, mail services, etc.). Supporting payments (checks, etc.) document the agreements are in effect.	Enables CVE to verify the business address and that the concern has the legal authority to occupy the space. Includes lease, management, or service agreements. CVE will review 3 months of cancelled rent checks or other proofs of payment to validate that the applicant is actually making payment for the binding services, demonstrating that the applicant is not dependent on another firm.	Lease agreement: YES, if the applicant has moved or if the lease has expired; if month-to-month lease, provide letter of explanation confirming that the arrangement is still in place. Proof of payment (checks, receipts, etc.): YES, last 3 months.
Operating Agreement	Operating Agreement including all amendments - An agreement among Limited Liability Company (LLC) members governing the LLC's business and their financial and managerial rights and duties. Many states require an LLC to have an Operating Agreement. Operating Agreements generally address the members percentage interests in the LLC, rights and responsibilities, voting powers, how profits and losses will be	Enables CVE to determine that the Veteran owner has requisite ownership and control of the firm, and the concern has full expressed written authority to make all final decisions regarding the operations of the company and authority to bind the company on all contracts. The Veteran Owner(s) of the applicant should have sole expressed authority per the Operating	NO, unless the Operating Agreement has been updated since the last verification.

Туре	Description	Rationale	Reverification
Voting	allocated, how the LLC will be managed, rules for holding meetings and taking votes, and buy-out and sell provisions, which determine what happens when a member wants to sell his interest, dies, or becomes disabled. Voting agreements or documents (i.e.,	Agreement without consent of the member limited partners to transact business. Enables CVE to verify whether the Veteran	NO, unless the Voting Agreement has been
votang.	proxies and voting trust agreements) - May be a separate agreement or incorporated into an applicant's organizing documents which identifies the percentage of voting rights for decision within a concern's operations.	controls the applicant's decision-making.	updated since the last verification.
Shareholder Agreement	Shareholders Agreement, including all amendments – (Not traditionally used by LLCs) An agreement among the shareholders (Owners of LLCs are traditionally named members as opposed to Shareholders) permitting a shareholder to take a management position without any claim of conflict of interest or self-dealing against the shareholder.	Enables CVE to determine that the Veteran(s) has/have authority to make management decisions, and has/have control over decisions. The Shareholders Agreement will identify the controlling shareholder(s), their responsibilities, and their rights and duties as controlling shareholder(s). Their rights should authorize them to make prevailing managerial decisions without authorization from non-Veteran shareholders.	NO, unless the Shareholders Agreement has been updated since the last verification.
Formation	Official Certificate of Formation - Official letter from the Secretary of State or other governmental unit (in the state or other governmental unit where the business is located) reflecting the applicant is properly organized within the State or other governmental unit.	Enables CVE to confirm that the applicant is legally organized within the state or other governmental unit.	NO, unless the formation document has been updated since the last verification.
Minutes	Minutes of the first and most recent Stockholder and Board of Directors meetings – (Not traditionally used by LLCs) Permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted to exercise the rights and powers and to perform the duties and	Identifies individuals authorized to make and carry out actions on behalf of the corporation. The Veteran applicant must control business decisions. Minutes must explain any changes since the establishment of any organizing documents.	YES, CVE must have most recent meeting minutes on file.

Туре	Description	Rationale	Reverification
	obligations in accordance with the concern's		
	organizing documents. Minutes are		
	considered legal documents by auditors, IRS		
	and courts, and they represent the actions of		
	the business concern.		
Articles of	Articles of Organization for LLCs including all	Enables CVE to confirm that the applicant is	NO, unless the Articles of Organization have
Organization	amendments - A document required to be	legally organized within the state or other	been updated since the last verification.
	filed with the appropriate state or local	local governmental unit.	
	government agency, to establish legal		
	recognition of a Limited Liability Company		
	(LLC). Articles of Organization closely parallel		
	articles of incorporation needed for legal		
	creation and recognition of corporations.		
Stock	Stock registers for Applicant or stock ledgers	Helps CVE determine majority ownership.	NO, unless the certificate documentation
	showing a listing of all shares of issuance –	Identifies the total number of membership	has been updated since the last verification.
	(Not traditionally used by LLCs) A stock	units "issued" within the company, to	
	ledger is used to record the owners of a	include the total number issued to the	
	business organization. Stock certificates are	Veteran applicant-owner. The total number	
	issued to shareholders in a corporation and	of units issued divided by the overall	
	certificates of ownership are issued to	number will provide the percentage of the	
	members in an LLC. All certificates must be	company owned by the Veteran. This	
	tracked regardless of age. It will include the	percentage should be at least 51% or	
	name of the owner, number of the	greater.	
	certificates, number of membership units		
	issued to a particular owner, who sold the		
	units to the owner, and the type of		
	membership units issued to the owner.		
Franchise	A legal, binding contract between a	Helps CVE determine control of the	NO, unless the Franchise Agreement has
Agreement	franchisor and franchisee. Applies only if	franchise.	been updated since the last verification.
	business is a party to a Franchise Agreement.		
Joint Venture	Joint Venture Agreement and current	Helps CVE determine ownership and	YES, with new effective date.
Agreement	opportunity on which joint venture is bidding	control of the JV. The Managing Venture of	
	(if applicable)- A written agreement which	the joint venture must be a company	
	identifies the nature of the joint venture (JV),	verified by CVE. The Joint Venture must be	
	capital and resources contributed by each JV	organized as a separate legal entity (e.g., an	
	partner, and their rights and responsibilities.	LLC, corporation, partnership, etc.) and	
	The current opportunity is the procurement	he joint venture agreement must include	

Туре	Description	Rationale	Reverification
	opportunity the JV is bidding on and is typically one of the underlying reasons for the formation of the joint venture.	the twelve requirements found under 13 C.F.R. § 125.18(b)(2).	
Mentor Protégé Agreement	Mentor Protégé Agreement, including all amendments	Helps CVE understand the relationship between the mentor and protégé to determine if the mentor and protégé qualify for the CVE verification program on the basis of size and control. To qualify, the mentor protégé relationship must be approved by the United States Small Business Administration.	NO, unless the Mentor-Protégé Agreement has been updated or expired since the last verification.

Required Documents for VIP Application Business Type: Partnership (General and Limited Liability)

The below documents are required in order for the Center for Verification and Evaluation (CVE) to begin processing your application. If you are party to a Joint Venture or Mentor Protégé, you will be required to submit supporting documentation.

During application review, additional documents may be requested by the assessor at his or her discretion. Documents that may be reviewed include, but are not limited to, those identified in 38 C.F.R. 74.12 and 38 C.F.R. 74.20.

NOTE: Do not upload any password-protected documents. CVE is not able to verify the password-protected documents.

Туре	Description	Rationale	Reverification
License	Business licenses, permits or accreditations - Licenses, permits, and accreditations are issued after the determining authority validates the applicant is in compliance with all appropriate city, county and state statutes and ordinances. The applicant is then authorized to operate the specific type of business identified on the license, permit or accreditation.	Used to determine if the concern is operating the "type" of business legally in the state where it is chartered to perform services, and if any critical professional licenses are up-to-date. Also, the legality of the tenant space can be verified against the address listed on the license. If not the same, it is important to investigate whether the company has moved its location.	YES, if the license has expired or will expire within 60 days of the date of application.
Resume	Resumes of all owners, directors, partners, officers and other key personnel - One to two-page chronological resume listing the current and previous occupation, job description/duties, education, personal identifying information, dates, skills, abilities, etc.	The reflected experience level helps CVE determine the Veteran owner's ability to control and manage the applicant concern. The resume is reviewed to determine if he/she has the requisite qualifications, knowledge and experience to operate and manage the type of company as identified in the company's VIP profile.	YES, if the Veteran or non-Veteran owners has/have assumed a new job, discontinued work with a job or firm reflected on a previous resume, or the information on the last-submitted resume has changed since the last verification. If key personnel and/or new owners have been added to the business, resumes of ALL key personnel/owners are required.
Tax 1040	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on the Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the previous year. In	IRS Form 1040 and all attachments, Schedules C, Schedules E, and W-2s (the total amounts on the W-2s must be equal to line 7 on Form 1040) - All owners with 33% or more ownership are required to submit their Personal Tax filings from the	YES (most recent year's personal tax return), unless the owners file their business taxes on Schedule C of their 1040s. In those cases, CVE must have last 3 years' tax returns on file.

Type	Description	Rationale	Reverification
	addition, the applicant is required to submit its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.	previous year. In addition, the applicant is required to submit its Business Tax filings from the 3 previous years. If, however, the Business Taxes are filed on Schedule C, then 3 years of Personal Taxes are required, as the Personal Taxes and Business Taxes become one and the same.	
Tax 1065	Appropriate IRS tax form filed; If filed as Sole Proprietorship (Schedule C), partnership (IRS Form 1065 and corresponding K-1) for the past three years - The 1065 (Partnership tax return) identifies the partners' share of income or loss from a partnership. The Schedule K-1 requires the partnership name, address, partnership EIN, partners' identification number, partners' name and address, partners' share of liabilities, taxable income from passive activities, taxable income from passive activities, taxable income from other activities, qualified dividends, net capital gain (loss) from passive activities, net capital gain (loss) from other activities, net passive AMT adjustment, net other AMT adjustment, general credits, low income housing credits and any other information the partnership needs to include. Of importance, Box G identifies the type of partner.	Used to determine control. Box G provides the partner with two choices; - (1) General partner or LLC member-manager or (2) Limited partner or other LLC member. To identify that they are the controlling manager, they must check the first box indicating that they are a "General partner or LLC member-manager." Box J will also identify the profit, loss, and capital percentages both on the beginning and year end statement. These percentages are generally based on the Partnership Agreement.	YES, CVE must have last 3 years' business tax returns on file.
Payroll	Payroll Distribution Ledger or W-2s (Wage and Tax Statement) for preceding year (Full Year) and year-to-date (Jan. to present) for employees - The payroll distribution ledger or W-2 statement with all Personally Identifiable Information (PII) redacted for the full preceding year as well as the current year-to-date showing all employees and/or contractors and wages/commissions/distributions earned.	CVE requests these documents to ensure the Veteran owner meets the highest paid officer requirement.	YES
Signature cards	Signature cards authenticated by financial institutions (Banks, Savings Banks, Credit	Used to determine control. The bank signature card identifies who within the	NO, unless the Signature Card has been updated since the last verification.

Туре	Description	Rationale	Reverification
	Unions, etc.) - A	company has the authority to authorize	
	document that a customer signs when opening	and sign checks on behalf of the company.	
	an account at a financial institution. It identifies	There may be one or more persons with	
	the depositor and persons authorized to	check-signing authority, but the Veteran	
	withdraw funds from the account.	owner must be able to unilaterally sign	
		checks. CVE acknowledges that electronic	
		banking is becoming more common and	
		therefore, some applicants may not have	
		a bank signature card. In these situations,	
		CVE will work with the applicant to obtain	
		the appropriate electronic banking	
		documentation.	
Contracts	Copies of the last 5 contracts and/or proposals	Used by CVE to help verify day-to-day	YES
	to include bids and purchase orders or work	control.	
	agreements (Cover page and Signature page		
	only) - These include bids and purchase orders		
	that the applicant has submitted or has been		
	awarded.		
Lease,	Lease, management, or service agreements to	Enables CVE to verify the business address	Lease agreement: YES, if the applicant has
Management	include supporting payments - They define the	and that the concern has the legal	moved or if the lease has expired; if month-
and Service	terms under which a tenant may use a	authority to occupy the space. Includes	to-month lease, provide letter of
Agreements	commercial property and its services, facilities,	lease, management, or service	explanation confirming that the
	equipment (communication, mail services,	agreements. CVE will review 3 months of	arrangement is still in place. Proof of
	etc.). Supporting payments (checks, etc.)	cancelled rent checks or other proofs of	payment (checks, receipts, etc.): YES, last 3
	document the agreements are in effect.	payment to validate that the applicant is	months.
		actually making payment for the binding	
		services, demonstrating that the applicant	
\/a+i.a-	Vating a superior and a superior (i.e., superior	is not dependent on another firm.	NO unless the Mating Agreement has been
Voting	Voting agreements or documents (i.e., proxies	Enables CVE to verify whether the Veteran	NO, unless the Voting Agreement has been updated since the last verification.
	and voting trust agreements) - May be a separate agreement or incorporated into an	controls the applicant's decision-making.	updated since the last verification.
	, · · · · · · · · · · · · · · · · · · ·		
	applicant's organizing documents which identifies the percentage of voting rights for		
	decision within a concern's operations.		
Dartnarchin	Partnership Agreements including all	Helps CVE determine ownership and	NO, unless the Partnership Agreement has
Partnership	amendments - A written agreement which	control of the partnership.	been updated since the last verification.
Agreement	identifies the nature of the business, capital		been apuated since the last verification.
	identifies the nature of the business, capital		

Туре	Description	Rationale	Reverification
	contributed by each partner, and their rights and responsibilities. Partners are generally jointly and severally liable for the debts of the firm. Even on withdrawing from the partnership they remain liable for already incurred debts. The Partnership Agreement is also referred to as an Agreement of Partnership, Articles of Partnership or		
Formation	Operating Agreement. Official Certificate of Formation - Official letter from the Secretary of State (in the state or other locality where the business is located) reflecting the applicant is authorized to do business in the state. General Partnerships are typically formed through the Partnership Agreement unless the state requires official filling.	Enables CVE to confirm that the applicant is legally organized to operate.	NO, unless the formation document has been updated since the last verification.
Minutes	Minutes of the first and most recent Stockholder and Board of Directors meetings – (Not traditionally used by Partnerships) Permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted to exercise the rights and powers and to perform the duties and obligations in accordance with the concern's organizing documents. Minutes are considered legal documents by auditors, IRS and courts, and they represent the actions of the business entity.	Identifies individuals authorized to make and carry out actions on behalf of the business concern. The Veteran applicant must control business decisions.	Not required unless used by the Partnership.
Stock	Stock registers for Applicant or stock ledgers showing a listing of all shares of issuance – (Not traditionally used by Partnerships) A stock ledger is used to record the owners of a business entity. Stock certificates (Partnership Interest) are issued to shareholders/members of a business entity. All certificates are generally tracked regardless of age. It will	Helps CVE determine majority ownership. Identifies the total number of membership units "issued" within the company, to include the total number issued to the Veteran applicant-owner. The total number of units issued divided by the overall number will provide the percentage of the company owned by the	NO, unless the documentation has been updated since the last verification.

Туре	Description	Rationale	Reverification
	include the name of the owners, number of the	Veteran. This percentage should be at	
	certificates, number of membership units	least 51% or greater.	
	issued to a particular owner, who sold the units		
	to the owner, and the type of membership		
	units issued to the owner.		
Franchise	A legal, binding contract between a franchisor	Helps CVE determine control of the	NO, unless the Franchise Agreement has
Agreement	and franchisee. Applies only if business is a	franchise.	been updated since the last verification.
_	party to a Franchise Agreement.		
10.1 Joint	Joint Venture Agreement and current	Helps CVE determine ownership and	YES, with new effective date.
Venture	opportunity on which joint venture is bidding	control of the JV. The Managing Venturer	
Agreement	(if applicable)- A written agreement which	of the joint venture must be a company	
	identifies the nature of the joint venture (JV),	verified by CVE. The Joint Venture must	
	capital and resources contributed by each JV	be organized as a separate legal entity	
	partner, and their rights and responsibilities.	(e.g., an LLC, corporation, partnership,	
	The current opportunity is the procurement	etc.) and the joint venture agreement	
	opportunity the JV is bidding on and is typically	must include the twelve requirements	
	one of the underlying reasons for the formation	found under 13 C.F.R. § 125.18(b)(2).	
	of the joint venture.		
10.2 Mentor	Mentor Protégé Agreement, including all	Helps CVE understand the relationship	NO, unless the Mentor-Protégé Agreement
Protégé	amendments	between the mentor and protégé to	has been updated or expired since the last
Agreement		determine if the mentor and protégé	verification.
		qualify for the CVE verification program on	
		the basis of size and control. To qualify,	
		the mentor protégé relationship must be	
		approved by the United States Small	
		Business Administration.	

Required Documents for VIP Application Business Type: Corporation (Inc. or Ltd.)

The below documents are required in order for the Center for Verification and Evaluation (CVE) to begin processing your application. If you are party to a Joint Venture or Mentor Protégé, you will be required to submit supporting documentation.

During application review, additional documents may be requested by the assessor at his or her discretion. Documents that may be reviewed include, but are not limited to, those identified in 38 C.F.R. 74.12 and 38 C.F.R. 74.20.

NOTE: Do not upload any password-protected documents. CVE is not able to verify the password-protected documents.

Туре	Description	Rationale	Reverification
License	Business licenses, permits or accreditations -	Used to determine if the concern is	YES, if the license has expired or will
	Licenses, permits, and accreditations are	operating the "type" of business legally in	expire within 60 days of the date of
	issued after the determining authority	the state where it is chartered to perform	application.
	validates the applicant is in compliance with all	services, and if any critical professional	
	appropriate city, county and state statutes and	licenses are up-to-date. Also, the legality	
	ordinances. The applicant is then authorized to	of the tenant space can be verified against	
	operate the specific type of business identified	the address listed on the license. If not the	
	on the license, permit or accreditation.	same, it is important to investigate	
		whether the company has moved its	
		location.	
Resume	Resumes of all owners, directors, partners,	The reflected experience level helps CVE	YES, if the Veteran or non-Veteran owners
	officers and other key personnel - One to two-	determine the Veteran owner's ability to	has/have assumed a new job,
	page chronological resume listing the current	control and manage the applicant	discontinued work with a job or firm
	and previous occupation, job	concern. The resume is reviewed to	reflected on a previous resume, or the
	description/duties, education, personal	determine if he/she has the requisite	information on the last-submitted resume
	identifying information, dates, skills, abilities,	qualifications, knowledge and experience	has changed since the last verification. If
	etc.	to operate and manage the type of	key personnel and/or new owners have
		company as identified in the company's	been added to the business, resumes of
		VIP profile.	ALL key personnel/ owners are required.
Tax 1040	IRS Form 1040 and all attachments, Schedules	IRS Form 1040 and all attachments,	YES (most recent year's personal tax
	C, Schedules E, and W-2s (the total amounts	Schedules C, Schedules E, and W-2s (the	return), unless the owners file their
	on the W-2s must be equal to line 7 on the	total amounts on the W-2s must be equal	business taxes on Schedule C of their
	Form 1040) - All owners with 33% or more	to line 7 on Form 1040) - All owners with	1040s. In those cases, CVE must have last
	ownership are required to submit their	33% or more ownership are required to	3 years' tax returns on file.
	Personal Tax filings from the previous year. In	submit their Personal Tax filings from the	

	addition the applicant is required to submit its	provious year. In addition, the applicant is	
	addition, the applicant is required to submit its	previous year. In addition, the applicant is	
	Business Tax filings from the 3 previous years.	required to submit its Business Tax filings	
	If, however, the Business Taxes are filed on	from the 3 previous years. If, however, the	
	Schedule C, then 3 years of Personal Taxes are	Business Taxes are filed on Schedule C,	
	required, as the Personal Taxes and Business	then 3 years of Personal Taxes are	
	Taxes become one and the same.	required, as the Personal Taxes and	
		Business Taxes become one and the same.	
Tax 1120	IRS Form 1120 and corresponding K-1 for the	Used to determine ownership. Part II, Box	YES, CVE must have last 3 years' business
	past three years - Schedule K-1 of Form 1120 is	F identifies the shareholder's percentage	tax returns on file.
	used to report each shareholder's pro-rated	of stock ownership for the corresponding	
	share of net income or loss from a -	tax year. This form helps prove percentage	
	Corporation, along with various separately	of ownership.	
	stated income and deduction items. The -		
	Corporation nets non-separately stated		
	income and expenses, and reports the net		
	income or loss to shareholders. The profit or		
	loss is allocated in strict proportion to the		
	shareholder's percentage of ownership in the -		
	Corporation. Box F identifies the shareholder's		
	percentage of stock ownership for the		
	corresponding tax year.		
Payroll	Payroll Distribution Ledger or W-2s (Wage and	CVE requests these documents to ensure	YES
,	Tax Statement) for preceding year (Full Year)	the Veteran owner meets the highest paid	
	and year-to-date (Jan. to present) for	officer requirement.	
	employees - The payroll distribution ledger or		
	W-2 statement with all Personally Identifiable		
	Information (PII) redacted for the full		
	preceding year as well as the current year-to-		
	date showing all employees and/or contractors		
	and wages/commissions/distributions earned.		
Signature cards	Signature cards authenticated by financial	Used to determine control. The bank	NO, unless the Signature Card has been
	institutions (Banks, Savings Banks, Credit	signature card identifies who within the	updated since the last verification.
	Unions, etc.) – A document that a customer	company has the authority to authorize	
	signs when opening an account at a financial	and sign checks on behalf of the company.	
	institution. It identifies the depositor and	There may be one or more persons with	
	persons authorized to withdraw funds from	check-signing authority, but the Veteran	
	the account.	owner must be able to unilaterally sign	
	-	checks. CVE acknowledges that electronic	
	l .	1 3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	ı

Contracts	Copies of the last 5 contracts and/or proposals to include bids and purchase orders or work agreements (Cover page and Signature page only) - These include bids and purchase orders	banking is becoming more common and therefore, some applicants may not have a bank signature card. In these situations, CVE will work with the applicant to obtain the appropriate electronic banking documentation. Used by CVE to help verify day-to-day control.	YES
	that the applicant has submitted or has been awarded.		
Lease, Management and Service Agreements	Lease, management, or service agreements to include supporting payments - They define the terms under which a tenant may use a commercial property and its services, facilities, equipment (communication, mail services, etc.). The supporting payments (checks, etc.) document the agreements are in effect.	Enables CVE to verify the business address and that the concern has the legal authority to occupy the space. Includes lease, management, or service agreements. CVE will review 3 months of cancelled rent checks or other proofs of payment to validate that the applicant is actually making payment for the binding services, demonstrating that the applicant is not dependent on another firm.	Lease agreement: YES, if the applicant has moved or if the lease has expired; if month-to-month lease, provide letter of explanation confirming that the arrangement is still in place. Proof of payment (checks, receipts, etc.): YES, last 3 months.
Voting	Voting agreements or documents (i.e., proxies and voting trust agreements) - May be a separate agreement or incorporated into an applicant's organizing documents which identifies the percentage of voting rights for decision within a concern's operations.	Enables CVE to verify whether the Veteran controls the applicant's decision-making.	NO, unless the Voting Agreement has been updated since the last verification.
Shareholder Agreement	Shareholders Agreement, including all amendments - An agreement among the shareholders of a corporation permitting a shareholder to take a management position with the corporation without any claim of conflict of interest or self-dealing against the shareholder.	Enables CVE to determine that the Veteran(s) has/have authority to make management decisions, and has control over decisions. The Shareholders Agreement will identify the controlling shareholder(s) of the corporation, their responsibilities, and their rights as the controlling shareholder(s). Their rights should authorize them to make prevailing managerial decisions without	NO, unless the Shareholders Agreement has been updated since the last verification.

		authorization from non-Veteran shareholders.	
Formation	Official Certificate of Formation - Official letter from the Secretary of State or other governmental unit (in the state or other governmental unit where the business is located) reflecting the applicant is properly organized within the State or other governmental unit.	Enables CVE to confirm that the applicant is legally organized within the state or other governmental unit.	NO, unless the formation document has been updated since the last verification.
Minutes	Minutes of the first and most recent Stockholder and Board of Directors meetings - Permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted to exercise the rights and powers and to perform the duties and obligations in accordance with the corporation's organizing documents. Minutes are considered legal documents by auditors, IRS and courts, and they represent the actions of the board.	Identifies individuals authorized to make and carry out actions on behalf of the corporation. The Veteran owners of the applicant must control business decisions. Minutes must explain any changes since the establishment of any organizing documents.	YES, CVE must have most recent meeting minutes on file.
Bylaws	All corporate bylaws and all amendments - Bylaws governing the organization to include the Board of Directors and Officers and their responsibilities.	Enables CVE to determine whether the Veteran has control, as these documents outline who controls and operates the company and how it is operated.	NO, unless the Bylaws have been updated since the last verification.
Articles of Incorporation	Articles/Certificate of Incorporation filed with the Secretary of State including all amendments - Also referred to as the Certificate of Incorporation (or the Corporate Charter) is a document which sets forth the basic terms of a corporation's existence. The document includes the corporation name, names of persons organizing the corporation, purpose of the corporation, the issuance of stock, and the location of the corporation.	Enables CVE to confirm that the applicant is legally incorporated in the state or other governmental unit.	NO, unless the Articles of Incorporation have been updated since the last verification.
Stock	Stock registers for applicant or stock ledgers showing a listing of all shares of issuance - A stock ledger is used to record the owners of a corporation. Stock certificates are issued to	Helps CVE determine majority ownership. Identifies the total number of membership units "issued" within the company, to include the total number	NO, unless the stock documentation has been updated since the last verification.

	T	T	T
	shareholders in a corporation. All certificates	issued to the Veteran applicant-owner.	
	must be tracked regardless of age. It will	The total number of units issued divided	
	include the name of the owners, number of	by the overall number will provide the	
	the certificates, number of membership units	percentage of the company owned by the	
	issued to a particular owner, who sold the	Veteran. This percentage should be at	
	units to the owner, and the type of	least 51% or greater.	
	membership units/stock issued to the owner.		
Franchise	A legal, binding contract between a franchisor	Helps CVE determine control of the	NO, unless the Franchise Agreement has
Agreement	and franchisee. Applies only if business is a	franchise.	been updated since the last verification.
J	party to a Franchise Agreement.		
Joint Venture	Joint Venture Agreement and current	Helps CVE determine ownership and	YES, with new effective date.
Agreement	opportunity on which joint venture is bidding	control of the JV. The Managing Venturer	
0	(if applicable)- A written agreement which	of the joint venture must be a company	
	identifies the nature of the joint venture (JV),	verified by CVE. The joint venture must be	
	capital and resources contributed by each JV	organized as a separate legal entity (e.g.,	
	partner, and their rights and responsibilities.	an LLC, corporation, partnership, etc.) and	
	The current opportunity is the procurement	the joint venture agreement must include	
	opportunity the JV is bidding on and is typically	the twelve requirements found under 13	
	one of the underlying reasons for the	C.F.R. § 125.18(b)(2).	
	formation of the joint venture.		
Mentor	Mentor Protégé Agreement, including all	Helps CVE understand the relationship	NO, unless the Mentor-Protégé
Protégé	amendments	between the mentor and protégé to	Agreement has been updated or expired
Agreement		determine if the mentor and protégé	since the last verification.
/ Greeniene		qualify for the CVE verification program on	
		the basis of size and control. To qualify,	
		the mentor protégé relationship must be	
		approved by the United States Small	
		Business Administration.	