



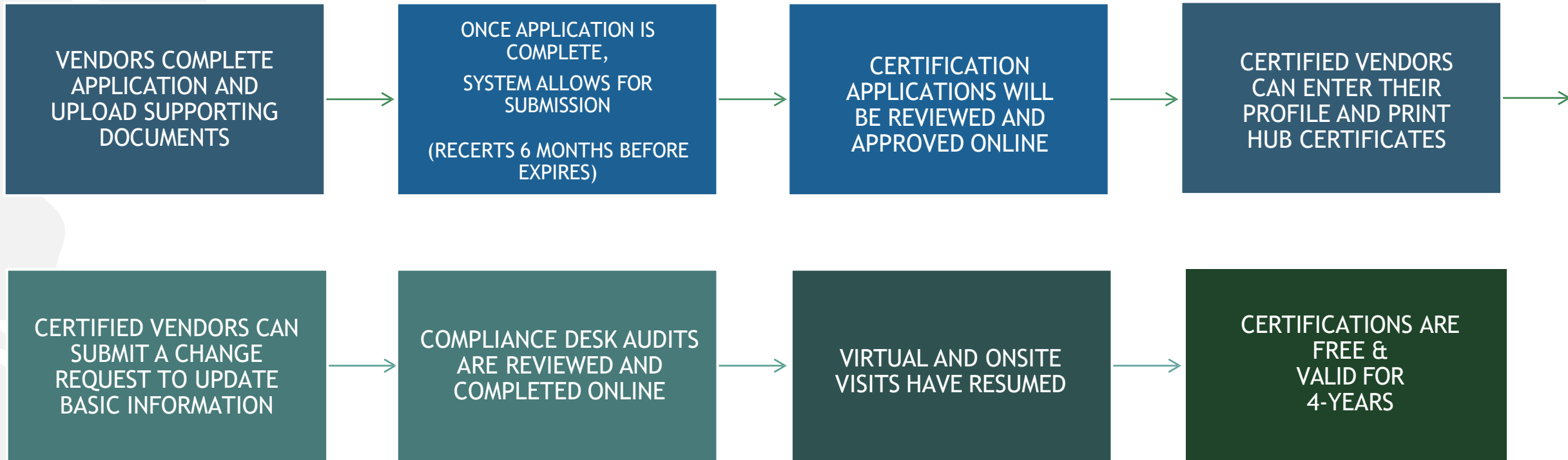
Historically Underutilized Business (HUB) Certification Application Portal Training

Statewide HUB Program



GLENN HEGAR, TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Online Certification System Process



MOA Partner Certification Organizations

MEMORANDUM OF AGREEMENT (MOA) ORGANIZATIONS

- 12 total MOA certification partner organizations
 - MOAs are organizations that certify small businesses as SBE, DBE, MBE, WBE with the added authority to certify small businesses as HUBs
 - HUB Certifications are **valid up to four years** through MOAs
 - HUB certifications through MOAs are valid for as long as HUB remains certified and in good standing with MOA
 - **MOAs have their own application processes**
- Dallas Fort Worth Minority Supplier Development Council (DFWMSDC)
 - El Paso Hispanic Chamber of Commerce
 - Golden Triangle Minority Business Council
 - Houston Minority Supplier Development Council (HMSDC)
 - Tri-County Regional Black Chamber of Commerce
 - City of Austin
 - City of Houston
 - South Central Texas Regional Certification Agency (SCTRCA)
 - Southwest Minority Supplier Development Council (SMSDC)
 - Texas Department of Transportation (TxDOT)
 - Women's Business Council Southwest (WBCS)
 - Women's Business Enterprise Alliance (WBEA)

<https://comptroller.texas.gov/purchasing/vendor/hub/resources.php>



[Texas4HUBS.org](https://texas4hubs.org)

Scan QR code to learn more
about our MOA partners on the
Statewide HUB Program website.

Preparation: HUB Certification Forms & Checklist

Download

- Required Documents Checklist by Business Structure
- Statement of Eligibility
- Affidavit by Business Structure *Only for new businesses who have not filed a tax return



Scan QR code to visit the Statewide HUB Program website.

[Texas4HUBS.org](https://texas4hubs.org)

Documents are located under HUB Forms & Reports link.

<https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>



HUB FORMS

HUB Certification Resources

New HUB certification applicants should download, review, and gather the necessary items referenced in the following resources to ensure a completed HUB application is submitted to allow for efficient processing turnaround times. You can check the current [HUB application processing times](#).

All applicants should fill out a [Statement of Eligibility](#), while the other items below are listed by Business Structure:

▼ Sole Proprietorship

- [S-Checklist](#) (PDF)
- [S-Affidavit](#) (PDF) *Only for new businesses who have not filed a tax return.

▶ Partnership

▶ Corporation

▶ Limited Liability Partnership

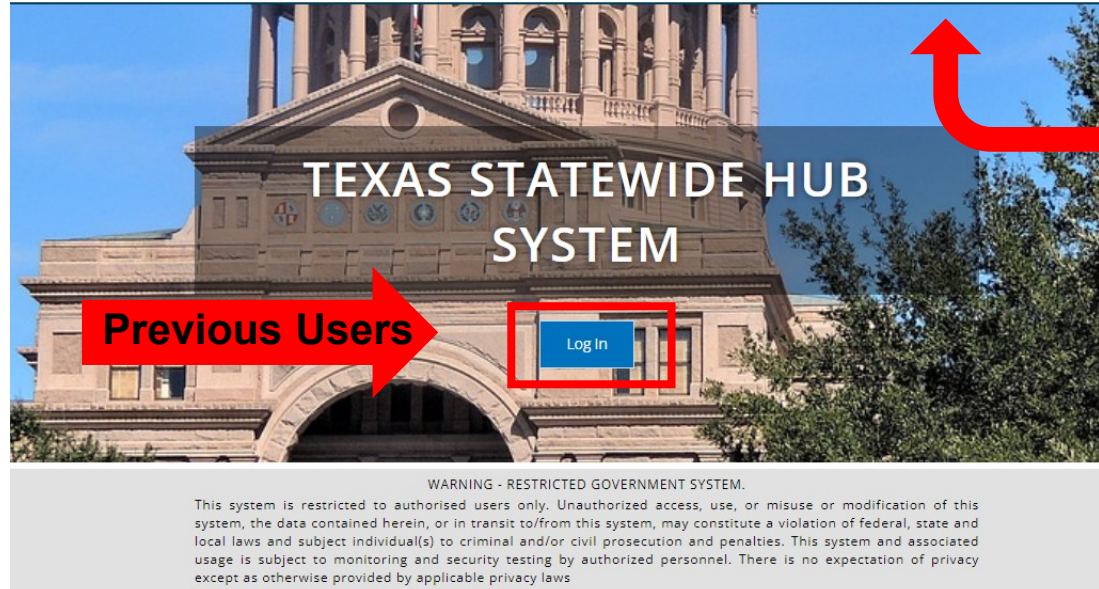
▶ Limited Liability Corporation

Statewide HUB Certification Portal

<https://texashub.gob2g.com/>

HUB MAIN SITE

CONTACT SUPPORT



Previous Users

Log In

Need Help?

All Users

Texas HUB Certification

Join our database of HUB certified vendors

Apply for / Renew Certification

About the System

Learn more about this system and how it works today

Information for Vendors

Texas Statewide HUB Program

Learn about doing business with the State of Texas

Statewide HUB

Outreach

Opportunities for vendor involvement

View Outreach Opportunities

System Training

Learn how to fully utilize our system with a live trainer

Training

Account Access

Lookup Vendor accounts or reset user passwords

Account Lookup

Forgot Password

All Users

New Application & Renewal Application

You may already have an account due to working relationships with other agencies. Therefore, prior to creating a new account, it is always best to Lookup Account to ensure you are not currently in the system.



The screenshot shows the 'TEXAS STATEWIDE HUB' website. The main heading is 'Online Certification'. Below it, a 'Welcome!' message is followed by instructions to login or create an account. A red box highlights a paragraph: 'You may already have an account due to working relationships with other agencies. Therefore, prior to creating a new account, it is always best to Lookup Account to ensure you are not currently in the system.' To the right, a 'Need Help?' section lists links for 'Download the user manual' and 'Sign up for a Training Class'. Below this, a 'NOTE' explains that companies receiving HUB certification through certain MOA's will need to recertify through the same MOA organization. The page is divided into two main sections: 'New Certification' and 'Renew Your Certification'. The 'New Certification' section has a red arrow pointing to it from the left, labeled 'New Applicants'. It contains two options: 'Your firm is not currently certified. Create Account' and 'I Forgot My Username & Password. Lookup Account'. The 'Renew Your Certification' section has a red arrow pointing to it from the right, labeled 'Recertification'. It contains two options: 'I Know My Username & Password. Login' and 'I Forgot My Username & Password. Lookup Account'. At the bottom, a paragraph states that after logging in, users will be directed to the application form and provides a link to the 'online support form'.

Section 1: Lookup/Enter Tax ID Number

The screenshot shows the 'Section 1: Business Lookup' form. A red box highlights the 'TAX ID NUMBER' field and the 'Lookup' button. A red arrow points to the 'Lookup' button. The form includes instructions to enter the firm's Tax ID Number and click 'Lookup' to check for an existing account. It also provides a note about 9-digit Federal Tax IDs and a link to obtain them from the IRS. Below this section are 'Section 2: Business Information' and 'Section 3: Business Contact Information'.

Section 1: Business Lookup

TAX ID NUMBER * * required entry

Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily [obtained from the IRS](#) at no charge.

Section 2: Business Information

BUSINESS NAME *

DBA NAME

COMPANY TYPE *

COMPANY ETHNICITY

COMPANY GENDER

Section 3: Business Contact Information

MAIN COMPANY EMAIL *

MAIN PHONE *

MAIN FAX

COMPANY WEBSITE

Section 2: Enter Business Information

The screenshot shows the 'Section 2: Business Information' form, which is highlighted with a red border. Above it is 'Section 1: Business Lookup' with a 'TAX ID NUMBER' field and a 'Lookup' button. Below it is 'Section 3: Business Contact Information' with fields for 'MAIN COMPANY EMAIL', 'MAIN PHONE', 'MAIN FAX', and 'COMPANY WEBSITE'. The 'Section 2' fields include 'BUSINESS NAME', 'DBA NAME', 'COMPANY TYPE' (a dropdown menu currently showing 'None selected'), 'COMPANY ETHNICITY' (a dropdown menu showing 'None selected'), and 'COMPANY GENDER' (a dropdown menu showing 'None selected'). Red arrows point to the 'BUSINESS NAME' and 'DBA NAME' fields. Another red arrow points to the 'COMPANY TYPE' dropdown menu, which is accompanied by the text '**EXTREMELY IMPORTANT TO SELECT THE CORRECT COMPANY TYPE**'.

Section 1: Business Lookup

TAX ID NUMBER * Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily [obtained from the IRS](#) at no charge.

Section 2: Business Information

BUSINESS NAME * →

DBA NAME →

COMPANY TYPE * None selected

COMPANY ETHNICITY None selected

COMPANY GENDER None selected

****EXTREMELY IMPORTANT TO SELECT THE CORRECT COMPANY TYPE****

Section 3: Business Contact Information

MAIN COMPANY EMAIL *

MAIN PHONE *

MAIN FAX

COMPANY WEBSITE

Eligible Company Types:

- Corporation
- Sole Proprietorship
- Partnership
- LLC
- LLP



Section 3: Enter Business Contact Information

Section 3: Business Contact Information

MAIN COMPANY EMAIL *

MAIN PHONE *

MAIN FAX

COMPANY WEBSITE

COMPANY ADDRESS * Line 1
 Line 2
 Line 3

CITY *

STATE/PROVINCE * U.S. States/Provinces or Canadian Provinces

ZIP CODE/POSTAL CODE * U.S. Zip Code or Canadian Postal Code

COUNTRY * United States

****Be sure you upload accurate and up-to-date business contact information in this section****

Section 4: Enter Company Contact Information

****Be thoughtful about who you list as the **Company Contact Person**. This person will receive all correspondence related to the submitted HUB Certification application****

Section 4: Company Contact Person

NAME *	→	First name	Last name
		<input type="text"/>	<input type="text"/>
TITLE		<input type="text"/>	
EMAIL/USERNAME *	→	Copy from above <input type="text"/>	
PHONE NUMBER *	→	Copy from above <input type="text"/> <input type="text"/> Ext. <input type="text"/>	
MOBILE NUMBER		<input type="text"/> <input type="text"/>	
FAX NUMBER		Copy from above <input type="text"/> <input type="text"/>	
CHOOSE PASSWORD *	→	<input type="password"/>	
		Password requirements: ▶ Must be at least 8 characters long	
RETYPE PASSWORD *	→	<input type="password"/>	
TIME ZONE *	→	US/Central ▼	

****Must be at least 8 characters long.
Use a unique combination that you will
remember but is hard to guess****

Next



Create Account in System

BUSINESS NAME

Really Great Paper Company

DBA NAME

TAX ID NUMBER

103142022

COMPANY TYPE

Corporation

COMPANY OWNERSHIP ETHNICITY

Caucasian

COMPANY OWNERSHIP GENDER

Female

Business Contact Information

Edit

EMAIL

reallygreatpapercompany@gmail.com

PHONE

512-576-8888

FAX

WEBSITE

www.reallygreatpapercompany.com

ADDRESS

S Congress Ave
Austin, TX 78702 [\[map\]](#)

Company Contact Person

Edit

NAME

Penelope Paper

TITLE

USERNAME

reallygreatpapercompany@gmail.com

EMAIL

reallygreatpapercompany@gmail.com

PHONE

512-576-8888

MOBILE

FAX

TIME ZONE

US/Central

☒ I would like to create an account in this system.

→

Next

Edit

Certification Portal Home Page



[Home](#) ←
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[Help & Support »](#)
[Logoff](#)

[Show All](#) [Hide All](#)

Logged on as:
Penelope Paper
Really Great Paper
Company

Dashboard

Displaying records assigned to **your company** ▼

No information available for display in dashboard.

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Key Actions

[Renew/Apply for Certification](#) ←

[Take a Training Class](#)

[Watch a Training Video](#)

[Activate Enhanced Account Security](#)

Alerts

No Activated Alerts. [View Pending Alerts](#).

Configure

[Change Your Password](#)

[Activate Enhanced Account Security](#)

[Edit Your User Account Settings](#)

[View, Vote, & Post to the Wish List](#)

[Business Info](#)

[Profile Setup](#)

[List/Add Users](#)

[Main Contacts](#)

[Commodity Codes](#)

[EEO/Workforce Comp.](#)

System News

When you are ready,
start your application here



Review HUB Eligibility Criteria



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Certification Application

Help & Tools

Welcome to the State of Texas Historically Underutilized Business (HUB) Program

Texas has awarded billions of dollars in contracts to companies certified as Historically Underutilized Businesses (HUBs). Be ready when opportunity knocks by certifying your minority-, woman- or service-disabled veteran-owned business through the Statewide HUB Program at the Texas Comptroller of Public Accounts.

The goal of the HUB Program is to actively involve HUBs in the Texas procurement process and ensure they receive a fair share of state business. State agencies and universities are required to make a good-faith effort to include HUBs in their purchasing plans. Certified HUBs are listed in the online Texas HUB Directory, and state entities can directly contact a business to buy goods and services for purchases of \$5,000 or less. The Texas HUB Directory is also searched by vendors looking for certified HUBs to include in their subcontracting plans for projects of \$100,000 or more. HUB certification is free of charge and good for up to four years.

NOTE: Companies that have received their HUB certification through one of our 11 Memorandum of Agreements (MOA's) (*City of Austin, City of Houston, Dallas/Fort Worth Supplier Development Council, El Paso Hispanic Chamber of Commerce, Golden Triangle Minority Business Council, Houston Minority Supplier Development Council, South Central Texas Regional Certification Agency, Southwest Minority Supplier Development Council, Texas Department of Transportation, Women's Business Council, Women's Business Enterprise Alliance*), **will need to recertify for HUB through the MOA organization that they became certified through. You will not need to recertify for HUB through the HUB B2G system.**

Qualifications for Texas HUB Certification

HUB Eligibility Criteria

← Carefully review eligibility criteria

DENIAL APPEAL PROCESS:

When a vendor applicant is denied HUB Certification, a Certification Denial Letter is sent to the vendor applicant identifying the criteria that lacks documentation to verify requirements are met. The vendor applicant has 30 days from the date listed on the Denial Letter to submit a written Appeal Request and all supporting documents needed to verify each criteria qualification is met. The complete appeal request must be submitted via the vendor application record on the Texas Statewide HUB System.

No Appeal Request will be accepted without the complete submission of all documents needed to complete the appeal review. Once the Appeal Review is completed the final decision will be communicated with the applicant vendor through the email listed on the application record.

Please submit all appeal requests to texashub@gob2g.com

For further information on the Statewide HUB Program at the Texas Comptroller of Public Accounts, visit <https://comptroller.texas.gov/purchasing/vendor/hub/> or contact the Texas Comptroller of Public Accounts at 1-888-863-5881. You can also email StatewideHUBProgram@cpa.texas.gov.

If you qualify, please continue to the next section and click the option that fits your situation.

View All Documents for Each Company Type

****The vendor applicant has 30 days from the date listed on the Denial Letter to submit a written Protest Request and all supporting documents needed to verify each criteria qualification is met****



Begin “New” Application Process

Certification Application



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Qualifications for Texas HUB Certification

[HUB Eligibility Criteria](#)

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If you qualify, please continue to the next section and click the option that fits your situation.

[View All Documents for Each Company Type](#)

Select an Option

[Your firm is either currently certified or has expired as a Historically Underutilized Business \(HUB\) with the State of Texas.](#)

[Your firm is **NOT** currently, and has never been, certified as a Historically Underutilized Business \(HUB\) with the State of Texas.](#)

[Your firm has its principal place of business within the State of Texas.](#)

☒ [Submit a new Historically Underutilized Business \(HUB\) Certification Application.](#)

[Your firm **DOES NOT** have its principal place of business within the State of Texas.](#)

****Brand new HUB applicants and vendors whose certification expired over a year****

Logged on as:

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Begin “Recertification” Application Process



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Report
change in
ownership to
TxCPA or MOA

Submit
Change
Request

Certification Application

Help & Tools

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Qualifications for Texas HUB Certification

HUB Eligibility Criteria

DENIAL APPEAL PROCESS:

When a vendor applicant is denied HUB Certification, a Certification Denial Letter is sent to the vendor applicant identifying the criteria that lacks documentation to verify requirements are met. The vendor applicant has 30 days from the date listed on the Denial Letter to submit a written Appeal Request and all supporting documents needed to verify each criteria qualification is met. The complete appeal request must be submitted via the vendor application record on the Texas Statewide HUB System.

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If you qualify, please continue to the next section and click the option that fits your situation.

Select an Option

[Your firm is currently certified as a Historically Underutilized Business \(HUB\) with the State of Texas.](#) 1

[You would like to submit a HUB recertification application.](#) 2

[You want to update your mailing address, phone and/or contact information.](#)

****Current HUB vendors and vendors whose certification expired less than a year.**

Note: Contact Statewide HUB Program if you cannot access the recertification application**

Need Help?
[User manual](#)
[Sign up for a Training Class](#)



Confirm Business Information and HUB Certification Eligibility



Certification Application: Start Certification Application

New HUB Application for Texas Comptroller of Public Accounts

New HUB Application and Affidavit

New Texas HUB Application

You are about to complete the online application for a new Historically Underutilized Business (HUB) certification under the Texas Statewide HUB certification program. Complete and submit this application if you are interested in being awarded HUB certification.

Complete the Eligibility Requirements and click **Continue** to create the application.

For guidance, contact the Texas Comptroller of Public Accounts at 1-888-863-5881 or email StatewideHUBProgram@cpa.texas.gov.

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Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME * ☒ This application is for **Really Great Paper Company**
☐ This application is for a different firm

YOUR EMAIL ADDRESS *

COMPANY EMAIL *

COMPANY TYPE *

****EXTREMELY IMPORTANT TO SELECT THE CORRECT COMPANY TYPE****

AUTOFILL * ☒ Use existing account information to auto-fill application

Eligibility Requirements

Does the applicant owner(s) have proof of Texas residency for at least one year?

☒ Yes ☐ No

Do the applicant owner(s) meet eligibility as either an Asian Pacific American, Black American, Hispanic American, Native American, American Woman, and/or a Service-Disabled Veteran with a service-related disability of 20% or greater?

☒ Yes ☐ No

Is the applicant owner(s) a US citizen or Service Disabled Veteran with a service-related disability of 20% or greater?

☒ Yes ☐ No

Do the qualified applicant owner(s) have at least 51 percent ownership and control of the day-to-day operations of the business?

☒ Yes ☐ No

Is the applicant owner(s) business primarily based in Texas?

☒ Yes ☐ No

Is the applicant owner(s) business a for-profit entity?

☒ Yes ☐ No



Continue

Return

Answering "No"
to any question
will deem the
Applicant
ineligible



[Customer Support](#)

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Starting the Application Process



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Certification Application: Document List Preview for LLC

[Help & Tools](#)

In addition to completing an application form, you will be required to submit supporting documents with your application.

Mandatory documents must be submitted with your application; there are no exceptions. **Supplementary** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the Texas Comptroller of Public Accounts before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

☒ Check this box and click **Continue** to start the application process.

ALERT: to ensure security of your New HUB Application, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Timeline: you will have **90 days** to complete and submit this New HUB Application. Otherwise, the record will self-delete on **12/26/2023**. Periodic reminders will be sent to you by email up to that point. A deleted New HUB Application cannot be recovered; you will need to start again.

[Continue](#)

[Return](#)

Once you click this button, **you have 90 days** to complete and submit the application, or **it will be deleted**.

****Note: You can extend your application timeline in weekly increments for a total of 2 times****



New Application - Mandatory Document List



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Mandatory Documents

All **mandatory** documents must be provided with the New HUB Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Statement of Eligibility

[Download Form](#) - Download, complete, and sign.

Proof of Federal EIN

Provide a copy of the letter you received from the IRS as proof of issuance of the federal Employer Identification Number you provided in your Certification Application.

Proof of U.S. citizenship and ethnicity

Submit proof of U.S. citizenship and ethnicity for all eligible applicants. Proof of U.S. citizenship and ethnicity may be in the form of a birth certificate or a U.S. Passport or the U.S. Citizenship and Immigration Services' Certificate of Citizenship/Naturalization or the Tribal Registration Certificate of an entity recognized by the Bureau of Indian Affairs. (Tribal Registration Certificates are applicable to Native Americans or

Official photo identification

Submit official photo identification for all eligible applicants. Official photo identification may be in the form of a valid state of Texas Driver License/ID or the U.S. Citizenship and Immigration Services' Certificate of Citizenship/Naturalization or the Tribal Registration ID Card of an entity recognized by the Bureau of Indian Affairs. (Tribal Registration ID Cards are applicable to Native Americans only.)

Proof of Texas residency

Submit proof of U.S. citizenship and ethnicity for all eligible applicants. Proof of Texas residency may be in the form of a valid state of Texas Driver License/ID or a current state of Texas County Appraisal District's Property (Homestead) Tax Statement.

Member and Manager Meeting Minutes

Submit signed minutes of the Board of Directors organizational/initial meeting and the Shareholders organizational/initial meeting.

Federal Income Tax Returns

Submit your Federal income tax return most recently filed with the Internal Revenue Service (IRS) for the business. Based on your company type, submit the appropriate tax return from the listed below:

- **Sole Proprietorship:** Schedule C Form 1040.
- **Partnership:** Form 1065, including all schedules.
- **LLP:** Form 1065, including all schedules OR Form 1120.
- **Corporation:** Form 1120 or 1120S, including all schedules.
- **LLC:** Form 1065, including all schedules OR Form 1120 or 1120S, including all schedules. Single Member LLC may submit Schedule C Form 1040 in lieu of Form 1065.

If this firm is a new business that has not filed a federal income tax return with the IRS, all eligible applicants are required to:

- Complete a Affidavit of Ownership and Business Balance Sheet form ([Downloadable document located in the Required Documents section below](#)).

If this firm has been in operation for more than a year and has not filed a federal income tax return with the IRS, all eligible applicants are required to:

- Complete a Affidavit of Ownership and Business Balance Sheet form; and
- IRS Transcript of non-filing under the federal EIN number.
- **LLC's, LLP's and Corps:** Provide the No Tax Due Franchise Tax filings for each tax filing year that you did not file.

Certificate and Articles of Organization/Incorporation/ Filing/Formation

Submit Certificate of Organization / Incorporation / Filing / Formation, including amendments issued to the business from the SOS.

Note: If your business operates under a name that is different than the name identified in your Articles of Incorporation/Formation, you will need to provide proof of the name's registration with the SOS.

Membership Interest Issuance/Transfer Ledger

Membership Interest Issuance/Transfer Ledger. Please note that this item is required regardless if the company has issued certificates.

Meeting minutes

Submit meeting minutes for meetings held within the last 12 months. The minutes must identify the individuals currently serving on the Board of Directors/Managers and serving as the corporate officers (i.e. President, Vice President, Secretary and Treasurer). Based on your company type, submit the appropriate meeting minutes from the listed below:

- **Corporation:** Submit signed minutes of all the Board of Directors meetings and all the Shareholders meetings
- **LLC:** Submit Manager/Member meeting minutes.
- **Single member LLC's:** not operating under formal Company Regulations or Company Operating Agreement similar to a Sole Proprietorship must provide a signed and dated statement on your company letter head identifying the current Member, Manager(s) (if applicable), and Officers (if applicable) (i.e., CEO, President, Vice President, Treasurer, Secretary) in place of formal minutes.

Signed Company Regulations or company operating agreement

Signed Company Regulations, including all amendments. **NOT:** employee Handbook/Policy book.

Note: Single member LLC's operating like a Sole Proprietorship are not required to provide Company Regulations or Company Operating Agreement. **if you do not currently operate with one.** If additional Members are added in the future, you will be required to provide Company Regulations or Company Operating Agreement.

Bank signature card

Submit a current bank signature card or a signed letter from the business' banking institution identifying the 1) business name, 2) primary checking account number and 3) all individuals who are recognized as authorized signatures on the account.

Signed Business Site Lease Agreement

Submit current signed business site lease agreement, including amendments and renewals. Note: If you are the owner of the property on which the business operates and there is no formal written lease agreement in effect, you are required to provide a copy of the most current county tax appraisal statement for the property.

•**Single member LLC's:** not operating under formal Company Regulations or Company Operating Agreement similar to a Sole Proprietorship must provide a signed and dated statement on your company letter head identifying the current Member, Manager(s) (if applicable), and Officers (if applicable) (i.e., CEO, President, Vice President, Treasurer, Secretary) in place of formal minutes.



Recertification - Mandatory Document List

Mandatory Documents

All mandatory documents must be provided with the HUB Recertification Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Proof of Texas residency

Submit proof of U.S. citizenship and ethnicity for all eligible applicants. Proof of Texas residency may be in the form of a valid state of Texas Driver License/ID or a current state of Texas County Appraisal District's Property (Homestead) Tax Statement.

Statement of Eligibility

[Download Form](#) -- Download, complete, and sign.

Federal Income Tax Returns

Submit your Federal income tax return most recently filed with the Internal Revenue Service (IRS) for the business. Based on your company type, submit the appropriate tax return from the listed below:

- **Sole Proprietorship:** Schedule C Form 1040.
- **Partnership:** Form 1065, including all schedules.
- **LLP:** Form 1065, including all schedules OR Form 1120.
- **Corporation:** Form 1120 or 1120S, including all schedules.
- **LLC:** Form 1065, including all schedules OR Form 1120 or 1120S, including all schedules. Single Member LLC may submit Schedule C Form 1040 in lieu of Form 1065.

If this firm is a new business that has not filed a federal income tax return with the IRS, all eligible applicants are required to:

- Complete a Affidavit of Ownership and Business Balance Sheet form (**Downloadable document located in the Required Documents section below**).

If this firm has been in operation for more than a year and has not filed a federal income tax return with the IRS, all eligible applicants are required to:

- Complete a Affidavit of Ownership and Business Balance Sheet form ; and
- IRS Transcript of non-filing under the federal EIN number.
- **LLC's, LLP's and Corps:** Provide the No Tax Due Franchise Tax filings for each tax filing year that you did not file.

Board of Directors/Shareholders meeting minutes.

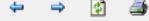
Submit signed minutes of all the Board of Directors meetings and all the Shareholders meetings held within the last 12 months. The minutes must identify the individuals currently serving on the Board of Directors and serving as the corporate officers.

Current Business Site Lease Agreements

Current signed business site lease agreement, including amendments and renewals, that have been established after your business' most recent HUB certification approval date.

Note: If you are the owner of the property on which the business operates and there is no formal written lease agreement in effect, you are required to provide a copy of the most current county tax appraisal statement for the property.

Supplementary Document List



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Certification Application: Document List Preview for LLC

In addition to completing an application form, you will be required to submit supporting documents with your application.

Mandatory documents must be submitted with your application; there are no exceptions. **Supplementary** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the Texas Comptroller of Public Accounts before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

****You can download and print both lists for physical references****

Supplementary Documents

Supplementary documents must be provided when applicable to your firm. Failure to submit a supplementary document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

LLC Affidavit of Ownership and Business Balance Sheet

[Download Form](#) – Submit an affidavit of ownership and Balance Sheet if your firm is a new business that has not filed a federal income tax return with the IRS. Download, complete, and sign.

Certificate of Formation/Certificate of Filing/Certificate of Amendments/Assumed Name Certificates

Assumed Name Certificate of either a Corporation, LLC or LLP verifying that your assumed business is registered with the Texas Secretary of State.

Proof of veteran service-connected disability status

Submit a DD214 (Military Discharge) and a Disability Rating Letter issued by the Department of Veterans Affairs or the Department of Defense. (Required for the owners whom you identified as having a service-connected disability rating of 20 percent or more.)

Employer's quarterly reports

Submit your Employer's quarterly reports (i.e., Texas Workforce Commission's Form C-3 and C-4) filed for the first, second, third and fourth quarters of the most recent year the business has filed a federal income tax return with the IRS.

Membership (stock) interest certificates

Submit all membership (stock) interest certificates currently issued to all owners.

Signed Membership (Shareholders) Agreement

Submit signed Membership (Shareholders) Agreement, including all amendments.

Current Professional Licenses and Permits

Submit current professional licenses and permits.

Trust Agreement/Employee Stock Option (ESOP)

Company's applying for HUB certification who's HUB eligible ownership is held in a Trust Agreement or Employee Stock Option (ESOP) will need to provide a complete copy of the Trust agreement or ESOP to include ALL pages.

Signed Business Loan Agreements and Promissory Notes.

Submit current signed business loan agreements and promissory notes.

Explanation of Other Employment and/or Business Ownership

Submit a detailed explanation of any other employment and/or business ownership of individuals and business entities with an ownership interest in your business.

(Required for all owners entered in question 3.A of Section 3: OWNERSHIP INFORMATION of your HUB Certification Application.)

Details must include the following:

- Normal business hours of the business applying for HUB.
- Business hours that you are physically present at the business applying for HUB.
- Business name of the place of "other" employment or ownership.
- Description of employment and/or ownership in the other business.
- Number of days a week spent at the other business location.
- Number of hours a day spent at the other business location.

Explanation of denied certification

Submit a detailed explanation if your business or any of its owners have ever been denied certification as a minority-, woman- or service-disabled veteran-owned business and/or denied certification as a disadvantaged business enterprise by another organization.

These are additional documents that not everyone will need to upload. For example, "proof of veteran service-connected disability status".



Start HUB Application Sections



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Certification Application: Main Summary

Help & Tools

Really Great Paper Company

Type: New HUB Application

App #: 6851289

Status: **Incomplete**

Started: 9/15/2022

0% complete

Fill in each of the sections noted below by clicking the **Process** buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Need Help?

[User manual](#)

[Sign up for a](#)

[Training Class](#)

New HUB Application Information

TYPE	New HUB Application
CERTIFYING AGENCY	Texas Comptroller of Public Accounts
BUSINESS NAME	Really Great Paper Company
CURRENT STATUS	Incomplete
APPLICATION NUMBER	6851289
DATE FOR DELETION	12/14/2022 (Extend)
CONTACT PERSON	Penelope Paper (Add user not on list)

This is the assigned user for this New HUB Application. To ensure security of the record, only YOU have access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Sections and Documentation

SECTION 1: BUSINESS INFORMATION	 Fill In	Incomplete: 1 completed of 10 required; 0 completed of 2 optional
SECTION 2: BID INFORMATION	 Fill In	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
SECTION 3: OWNERSHIP INFORMATION	 Fill In	Incomplete: 0 completed of 9 required; 0 completed of 1 optional
DOCUMENT LIST	 Fill In	Incomplete: 0 attached of 14 mandatory; 0 attached of 10 supplementary

Signature and Submittal

SIGNATURE	 Sign
SUBMITTAL	 Submit

[Delete New HUB Application](#)



Section 1: Business Information

Section Questions

1.A. Provide the nine-digit federal EIN assigned to you for the purpose of filing your business' federal income tax returns with the Internal Revenue Service (IRS). If you do not have a federal EIN, you may obtain one free of charge from the IRS online at www.irs.gov/businesses or by calling the IRS at 1-800-829-4933. The process takes approximately five minutes. *

Required

Important - Do not enter your Social Security Number

1.B. Business Structure

LLC

1.C. Business Name as filed with the Secretary of State or on your assumed name document (including all punctuation). *

Required

Texas SmartBuy

****Business Name****

1.D. LLP's only: Is the business that is applying for HUB certification engaged in a General Partnership with another business?

Optional

If yes, please provide the name and company type of the other businesses that are part of the General Partnership (e.g., Corporation, LLC, LLP).

- ☐ No
☐ Yes

****Limited Liability Partnership (LLP) that have a General Partner must submit required documents for the General Partnership****

1.E. Mailing Address *

Required

Mailing address **MUST** be located in the State of Texas to qualify for HUB certification.

PO Box 13186	Address line 1
	Address line 2
	Address line 3
Austin	City
TX ▼ 78711 -	State, Zip, Zip4

1.F. Physical Address (cannot be a P.O. Box): *

Required

Physical Address **MUST** be located in the State of Texas to qualify for HUB certification.

PO Box 13186	Address line 1
	Address line 2
	Address line 3
Austin	City
TX ▼ 78711 -	State, Zip, Zip4

Section 1: Business Information (Cont'd)



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Mariah Thompson-Carter

1.G. County/Parish of Street Address *

Required



None selected

[View map](#) to refresh county list if state field has been changed.

1.H. Business Phone Number *

Required

512 463-3368 Ext.

1.I. Internet Web Page/URL Address

Optional

1.J. Primary HUB Owner Contact *

Required

First Name Last Name
Title
Email
Phone

1.K. Contact for Bids *

Required

» [Copy above data to this answer?](#) Any existing information will be overwritten.

First Name Last Name
Title
Email
Phone

1.L. Is your business entity a Texas Resident Bidder? *

Required

In accordance with Texas Government Code Section 2252.001, a "Resident Bidder" refers to a person whose principal place of business is in the state of Texas, including a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

☐ Yes
☐ No

1.M. Is your business entity designated as a Small Business? *

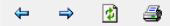
Required

In accordance with Texas Government Code Section 2006.001, a "Small Business" is identified as a legal entity, including a sole proprietorship, partnership or corporation, that is formed for the purpose of making a profit, is independently owned and operated, and has fewer than 100 employees or less than \$6 million in annual gross receipts.

☐ Yes
☐ No



Repeat for Section 2 and 3



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Certification Application: Section 1: BUSINESS INFORMATION

Main Documents Signature Submit Utilities Cert List

Really Great Paper Company

Type: New HUB Application

App #: 6851289

21% complete

Help & Tools

Status: **Incomplete**

Started: 9/15/2022

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. Questions highlighted in yellow are optional; please complete all those that apply to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type.

Question Color Coding

- Required & Incomplete
- Optional & Incomplete
- Complete

Save Draft

Save & Return to Summary

Cancel

* required entry

Section Status

SECTION 1: BUSINESS INFORMATION SECTION STATUS

Complete

COMPLETED BY

Penelope Paper

DATE COMPLETED

9/16/2022

Section Questions

1.A. Provide the nine-digit federal EIN assigned to you for the purpose of filing your business' federal income tax returns with the Internal Revenue Service (IRS). If you do not have a federal EIN, you may obtain one free of charge from the IRS online at www.irs.gov/businesses or by calling the IRS at 1-800-829-4933. The process takes approximately five minutes. *

Required

Important - Do not enter your Social Security Number

103142022

1.B. Business Structure

Corporation

1.C. Business Name as filed with the Secretary of State or on your assumed name document (including all punctuation). *

Required

Really Great Paper Company

1.D. LLP's only: Is the business that is applying for HUB certification engaged in a General Partnership with another business?

Optional

If yes, please provide the name and company type of the other businesses that are part of the General Partnership (e.g., Corporation, LLC, LLP).

☒ No

☐ Yes

Logged on as:



Section 2: Bid Information



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Section Questions

2.A. Business Category - Check the business category below (only one) that best identifies the services provided by your business and is the primary source of gross revenue receipts for your business. *

Required

- ☐ (01)-Heavy Construction other than Building Construction
- ☐ (02)-Building Construction, including General Contractors and Operative Builders
- ☐ (03)-Special Trade Construction
- ☐ (04)-Financial and Accounting Services
- ☐ (05)-Architectural/Engineering and Surveying
- ☐ (06)-Other Services, including Legal Services
- ☐ (07)-Commodities Wholesaler/Reseller
- ☐ (08)-Commodities Manufacturer
- ☐ (09)-Medical Services

2.B. Principal Line of Business - Provide a brief description of the products and/or services provided by your business. *

Required

2.C. Provide the NIGP commodity/service code(s) that represents the specific commodities and/or services your business can provide. *

Required

[Click to Lookup Codes](#)

****Include all NIGP commodity codes for your business****

2.D. Texas Highway District *

Required

Referencing the Highway Districts with TXDOT Map available online at <https://comptroller.texas.gov/purchasing/contracts/regions.php> (click on the line-Highway Districts with TXDOT), check the appropriate numbered box(es) representing the purchasing districts in which your business can provide its commodities and/or services. If you have any questions about purchasing districts, please call 1-888-863-5881

☐ Statewide Work Area (ALL 25 Districts)

or

- ☐ District 01 (1)
- ☐ District 02 (2)
- ☐ District 03 (3)
- ☐ District 04 (4)
- ☐ District 05 (5)
- ☐ District 06 (6)
- ☐ District 07 (7)
- ☐ District 08 (8)
- ☐ District 09 (9)
- ☐ District 10 (10)
- ☐ District 11 (11)
- ☐ District 12 (12)
- ☐ District 13 (13)

- ☐ District 14 (14)
- ☐ District 15 (15)
- ☐ District 16 (16)
- ☐ District 17 (17)
- ☐ District 18 (18)
- ☐ District 19 (19)
- ☐ District 20 (20)
- ☐ District 21 (21)
- ☐ District 22 (22)
- ☐ District 23 (23)
- ☐ District 24 (24)
- ☐ District 25 (25)

This information will be included on your "free" HUB vendor profile



Section 3: Ownership Information

3.A. Provide the name, title and percentage of ownership interest of all individuals and business entities with an ownership interest in your business.*

Required

Name	Position in Company	Gender & Ethnicity	US Citizen	Date Ownership Established	Ownership %	Hours Worked Weekly
<input type="text"/>	<input type="text"/>	Gender <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Gender <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

****List individual(s) or company(s) with ownership interest in the company****

This table will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns green, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

3.B. Are any of the individual owners a Service-Disabled Veteran, as defined by 38 United States Code (U.S.C.), Section 101(2) who have a service-connected disability as defined by 38 U.S.C. Section 101(16)?

Optional

If Yes, provide that individual's name and percentage of disability as determined by the Department of Veterans Affairs or the Department of Defense.

☐ No

☐ Yes

<input type="text"/>

3.C. Do any owners have ownership interest in any other business?*

Required

If yes, provide the owner's name, name of the other firm, title at the other firm, ownership/voting percentage and the weekly number of hours each owner is present on-site at the other business' physical address during the business; regularly established hours of operation.

☐ No

☐ Yes

Full Name of Owner	Name of Firm	Title at Other Firm	Ownership/Voting Percent	Hours Worked Weekly at Firm by Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This table will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns green, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

3.D. Are any owners currently employed elsewhere?*

Required

If yes, provide the owner's name, name of the other firm, title at the other firm, a description of duties performed with the other business entity and the weekly number of hours each owner is present on-site at the other business; physical address during the business; regularly established hours of operation.

☐ No

☐ Yes

Full Name of Owner	Name of Firm	Title at Other Firm	Description of Duties	Hours Worked Weekly at Other Firm
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This table will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns green, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

3.E. List any other businesses where any HUB eligible owner(s) have a 50% or more ownership interest in as it will/may be considered an affiliated business for HUB graduation purposes.*

Required

You will need to provide a copy of the most recent federal income tax return currently due to be filed, along with the federal quarterly reports for the same year as the federal income tax return filed for the company for each affiliate. Failure to provide the requested federal income tax return and federal quarterly reports for any affiliated company may result in denial/revocation of HUB certification. The affiliated company's gross receipts or number of employee threshold will be combined with the HUB applying company's gross receipts or number of employees when evaluating the graduation threshold criterion.

☐ No affiliates

☐ Yes

Entity	Owner Details	Percentage Owned of Affiliate	Date Ownership Established	Gross Receipts & Number of Employees
Name: <input type="text"/>	Owner's Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	Enter last FOUR complete years of gross receipts and number of employees. Enter 0 if firm was not in business in any prior years up to the four years.
Address: <input type="text"/>	Describe relationship: <input type="text"/>			Year 1: <input type="text"/> \$ <input type="text"/> gross receipts # <input type="text"/> # empl
				Year 2: <input type="text"/> \$ <input type="text"/> gross receipts # <input type="text"/> # empl
				Year 3: <input type="text"/> \$ <input type="text"/> gross receipts # <input type="text"/> # empl
				Year 4: <input type="text"/> \$ <input type="text"/> gross receipts # <input type="text"/> # empl
Federal Employee ID Number: <input type="text"/>				
Company Structure: <input type="text"/>				

Note: Additional documents will be required



Section 3: Ownership Information (Cont'd)

3.F. Provide the name and title of the individual(s) ultimately responsible for negotiating and signing financial contracts: *

Required

3.G. Provide the name and title of the individual(s) ultimately responsible for negotiating and signing bids/proposals: *

Required

3.H. Provide the name and title of the individual(s) ultimately responsible for hiring and firing of management personnel: *

Required

3.I. Provide the name and title of the individual(s) ultimately responsible for the supervision of day-to-day operations: *

Required

3.J. Has your business or any of its owners ever been denied certification as a minority-, woman- or service-disabled veteran-owned business and/or denied certification as a disadvantaged business enterprise by another organization? *

Required

- ☐ Yes
☐ No

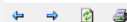
3.K. Have any of the owners had ownership of a business that graduated from a Minority/Woman/Disadvantage Business Certification program before? *

Required

If yes, explain and include date of graduation.

- ☐ No
☐ Yes

Section 4: Uploading Documents



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Mariah Thompson-Carter

Mandatory Documents

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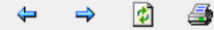
All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your New HUB Application and/or delay in processing. If unsure how to proceed, please contact Customer Support.



Attach	Document	Download Form	Document Description	Status
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Statement of Eligibility	<input type="button" value="Download"/>	Download, complete, and sign.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Proof of Federal EIN		Provide a copy of the letter you received from the IRS as proof of issuance of the federal Employer Identification Number you provided in your Certification Application.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Proof of U.S. citizenship and ethnicity		Submit proof of U.S. citizenship and ethnicity for all eligible applicants. Proof of U.S. citizenship and ethnicity may be in the form of a birth certificate or a U.S. Passport or the U.S. Citizenship and Immigration Services' Certificate of Citizenship/Naturalization or the Tribal Registration Certificate of an entity recognized by the Bureau of Indian Affairs. (Tribal Registration Certificates are applicable to Native Americans only.)	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Official photo identification		Submit official photo identification for all eligible applicants. Official photo identification may be in the form of a valid state of Texas Driver License/ID or the U.S. Citizenship and Immigration Services' Certificate of Citizenship/Naturalization or the Tribal Registration ID Card of an entity recognized by the Bureau of Indian Affairs. (Tribal Registration ID Cards are applicable to Native Americans only.)	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Proof of Texas residency		Submit proof of U.S. citizenship and ethnicity for all eligible applicants. Proof of Texas residency may be in the form of a valid state of Texas Driver License/ID or a current state of Texas County Appraisal District's Property (Homestead) Tax Statement.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Member and Manager Meeting Minutes		Submit signed minutes of the Board of Directors organizational/initial meeting and the Shareholders organizational/initial meeting.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Federal Income Tax Returns		<p>Submit your Federal income tax return most recently filed with the Internal Revenue Service (IRS) for the business. Based on your company type, submit the appropriate tax return from the listed below:</p> <ul style="list-style-type: none">• Sole Proprietorship: Schedule C Form 1040.• Partnership: Form 1065, including all schedules.• LLP: Form 1065, including all schedules OR Form 1120.• Corporation: Form 1120 or 1120S, including all schedules.• LLC: Form 1065, including all schedules OR Form 1120 or 1120S, including all schedules. Single Member LLC may submit Schedule C Form 1040 in lieu of Form 1065. <p>If this firm is a new business that has not filed a federal income tax return with the IRS, all eligible applicants are required to:</p> <ul style="list-style-type: none">• Complete a Affidavit of Ownership and Business Balance Sheet form (Downloadable document located in the Required Documents section below). <p>If this firm has been in operation for more than a year and has not filed a federal income tax return with the IRS, all eligible applicants are required to:</p> <ul style="list-style-type: none">• Complete a Affidavit of Ownership and Business Balance Sheet form ; and• IRS Transcript of non-filing under the federal EIN number.• LLC's, LLP's and Corps: Provide the No Tax Due Franchise Tax filings for each tax filing year that you did not file.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Certificate and Articles of Organization/Incorporation/ Filing/Formation		<p>Submit Certificate of Organization / Incorporation / Filing / Formation, including amendments issued to the business from the SOS.</p> <p>Note: If your business operates under a name that is different than the name identified in your Articles of Incorporation/Formation, you will need to provide proof of the name's registration with the SOS.</p>	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Membership Interest Issuance/Transfer Ledger		Membership Interest Issuance/Transfer Ledger. Please note that this item is required regardless if the company has issued certificates.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Meeting minutes		<p>Submit meeting minutes for meetings held within the last 12 months. The minutes must identify the individuals currently serving on the Board of Directors/Managers and serving as the corporate officers (i.e. President, Vice President, Secretary and Treasurer).Based on your company type, submit the appropriate meeting minutes from the listed below:</p> <ul style="list-style-type: none">• Corporation: Submit signed minutes of all the Board of Directors meetings and all the Shareholders meetings• LLC: Submit Manager/Member meeting minutes.• Single member LLC's: not operating under formal Company Regulations or Company Operating Agreement similar to a Sole Proprietorship must provide a signed and dated statement on your company letter head identifying the current Member, Manager(s) (if applicable), and Officers (if applicable) (i.e., CEO, President, Vice President, Treasurer, Secretary)	NOT attached



Section 4: Uploading Mandatory Documents



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Company

Attach or **Fax** Meeting minutes Submit meeting minutes for meetings held within the last 12 months. The minutes must identify the individuals currently serving on the Board of NOT attached

Upload Files Close

Meeting minutes

Click **Choose Files** or drag files to **Drop Files Here**, edit details as needed, then click **Upload File(s)**. The files will be uploaded to the system and associated with the document type. You can view the attached files after uploading once the page refreshes. **Any files over 50 MB will be rejected.**

Select Documents to Attach *

Choose Files

No file chosen

Drop Files Here

Upload File(s)

Cancel

Two options for uploading documents:

- 1) Choose files in finder
- 2) Drag and drop into green box

Attach or **Fax** Stock certificates Submit all stock certificates currently issued to all owners/shareholders NOT attached



Option to Attach Documents via Fax



Texas Comptroller of Public Accounts

NEW HUB APPLICATION Certification Application Number: 6851289

**BEFORE FAXING ANY DOCUMENT,
READ THESE INSTRUCTIONS COMPLETELY.**

**FAILURE TO FOLLOW THE DIRECTIONS WILL RESULT IN
REJECTION OF YOUR DOCUMENTS AND APPLICATION.**

Instructions

1. Print this document.
2. Remove the instruction pages from the following stack of cover pages. Do not send the instruction pages with your documents.
3. Prepare your documents: make sure all pages are facing up and in the same direction.
4. Split the different documents into separate piles.
5. Place each cover page with the large square bar code on top of each corresponding document. Double check that the description on the cover page matches the type of document.
6. Combine the documents into a single pile; alternatively, you can fax each document separately.
7. Fax the documents to **(312) 674-7399**. Documents faxed to this number are securely and confidentially processed by an automated engine. Do not fax to any other number; the documents will not be matched to your application.
8. Within 30 minutes, an email confirmation will be sent to **reallygreatpapercompany@gmail.com** for each document was successfully attached to your certification application. You will receive a separate notice for each document attached. If you do not receive any confirmations, your email provider may have blocked the notification, the fax was not received, or you did not include a cover page with your submission.
9. Log into the system (use the link in the email confirmation), access your application, and click the Documents tab.
10. If the documents were successfully received and matched to your application, you will see them listed on the page.
11. Click the **View File** link to open a document and verify that it was received correctly. Faxes often are cut off before transmission is complete; it is your responsibility to ensure that each document is complete. Incomplete documents will cause a delay in the review of your application.
12. If a file is not complete (missing pages, garbled text/tables, incorrect document), click **Delete File** and start the process over. You can fax a document as many times as needed until you are satisfied it is complete and correct.
13. You can edit a document's title and description as needed to more clearly identify the file.



Section 4: Uploading Documents (Cont'd)



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Supplementary Documents

Refresh

Supplementary documents that are not relevant to your firm can be marked as not applicable. Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Attach	Mark as Not Applicable	Document	Download Form	Document Description	Status
Attach each document below or check the box to indicate it is not applicable to your business; then click the Lock In button.					
Attach or Fax	<input checked="" type="checkbox"/>	Corporation Affidavit of Ownership and Business Balance Sheet	Download	Submit an affidavit of ownership and Balance Sheet if your firm is a new business that has not filed a federal income tax return with the IRS. Download, complete, and sign.	NOT attached
Attach or Fax	<input type="checkbox"/>	Proof of veteran service-connected disability status		Submit a DD214 (Military Discharge) and a Disability Rating Letter issued by the Department of Veterans Affairs or the Department of Defense. (Required for the owners whom you identified as having a service-connected disability rating of 20 percent or more.)	NOT attached
Attach or Fax	<input type="checkbox"/>	Employer's quarterly reports		Submit your Employer's quarterly reports (i.e., Texas Workforce Commission's Form C-3 and C-4) filed for the first, second, third and fourth quarters of the most recent year the business has filed a federal income tax return with the IRS.	NOT attached
Attach or Fax	<input type="checkbox"/>	Signed Shareholders Agreement		Submit signed Shareholders Agreement, including all amendments.	NOT attached
Attach or Fax	<input type="checkbox"/>	Signed Business Loan Agreements and Promissory Notes		Submit current signed business loan agreements and promissory notes.	NOT attached
Attach or Fax	<input type="checkbox"/>	Current Professional Licenses and Permits		Submit current professional licenses and permits.	NOT attached

****Supplementary documents that are not relevant to your firm can be marked as not applicable****



“Lock in” Documents




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Attach	Mark as Not Applicable	Document	Status
test2.gob2g.com says Update selected documents?			
<input type="button" value="Lock In"/>	Attach each document below or check the box to indicate it is not applicable to your business; then click the Lock In button.		
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Corporation Affidavit	❗ NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Proof of veteran service	❗ NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Employer's quarterly reports	❗ NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Signed Shareholders Agreement	❗ NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Signed Business Loan Agreements and Promissory Notes	❗ NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Current Professional Licenses and Permits	❗ NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Trust Agreement/Employee Stock Option (ESOP)	❗ NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Assumed Name Certificate	❗ NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Explanation of Other Employment and/or Business Ownership	❗ NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Explanation of denied certification	❗ NOT attached
<input type="button" value="Lock In"/>	Attach each document above or check the box to indicate it is not applicable to your business; then click the Lock In button.		



Once Documents are Uploaded, Sign Application



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Certification Application: Document List

[Main](#) [Documents](#) [Signature](#) [Submit](#) [Utilities](#) [Cert List](#)

Really Great Paper Company
Type: New HUB Application
App #: 6851289

Status: **Complete, Pending Signature** > [Sign Application](#)
Started: 9/15/2022

Application is complete and pending signature. > [Sign Application](#)

Document setting(s) saved.

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files » [click here to show](#)

Note: this New HUB Application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. The Texas Comptroller of Public Accounts will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, the Texas Comptroller of Public Accounts reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status

DOCUMENT LIST STATUS	Complete: 14 attached of 14 mandatory; 0 attached, 10 not applicable of 10 supplementary
DOCUMENT FORMAT	Electronic documents only. This document checklist is used to securely and confidentially attach electronic files to the application.

[Refresh List](#) [Attach All Docs Via Fax](#) [Return](#)

Mandatory Documents

[Refresh](#)

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your New HUB Application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Sign Application



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Certification Application: Sign New HUB Application

Main Documents **Signature** Submit Utilities Cert List

Really Great Paper Company
Type: New HUB Application
App #: 6851289

Status: **Complete, Pending Signature** > [Sign Application](#)
Started: 9/15/2022

Help & Tools

Application is complete and pending signature

The HUB application will need to be signed by the 51% majority HUB-eligible applicant. If there are multiple HUB-eligible applicants making up the minimal 51% HUB-eligible ownership, please have the HUB-eligible applicant holding the higher ranking officer title (i.e., CEO, President) sign the application.

* required entry

Electronic Signature

Apply your signature in the box below using your mouse, finger, or stylus

SIGNATURE *



Penelope P.

Clear Signature

****Signature must match Driver's License or Statement of Eligibility form****

YOUR NAME *



Type your full, legal name

Penelope Paper

YOUR TITLE *



CEO

YOUR ORGANIZATION *



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TODAY'S DATE *



9/16/2022



By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

Sign New HUB Application

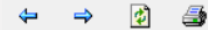
Cancel

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Have the HUB-eligible applicant holding the higher-ranking officer title sign the application



Submit Application



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Certification Application: Submit New HUB Application

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Type: New HUB Application

App #: 6851289

test2.gob2g.com says

Submit application? This application cannot be recalled or edited once submitted.

You will have the opportunity to print your application once submitted.



OK

Cancel

Help & Tools

Application is signed, Pending Submission > [Submit Application](#)

Started: 9/15/2022

Application is signed and pending submission > [Submit Application](#)

Submit Your New HUB Application

If you are ready to submit your application, check the box below and click **Submit Application**. Once submitted, the application cannot be edited.



By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules, and requirements of the program.



Submit New HUB Application



View Your New HUB Application

View and Print New HUB Application

Edit Your New HUB Application

Edit New HUB Application



Application Submission Confirmation



Certification Application: Submit New HUB Application

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Really Great Paper Company

Type: **New HUB Application**

App #: **6851289**

Status: **Submitted, Pending Receipt**

Started: **9/15/2022**

Submitted: **9/16/2022**

Thank you for your submittal. Your certification application number is **6851289**. Please reference this number in all correspondence.

Applicants can expect to receive a final determination on their application within 90 days. During this time, you may be contacted to supply additional information and/or supporting documentation; a delay in your response will result in an extended period of review.

The Texas Comptroller of Public Accounts reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.



View and Print New HUB Application For Your Records

****Review for errors. Contact Statewide
HUB Program to request return for update****

[Customer Support](#)

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You did it!



Dashboard and Certification Application Status



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Dashboard

Displaying records assigned to **your company** ▼

[Certification Applications](#)

	Pending Submission	Pending Receipt	Pending Processing
Status	0	1	0

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Key Actions

[Renew/Apply for Certification](#)

[Take a Training Class](#)

[Watch a Training Video](#)

[Activate Enhanced Account Security](#)

Alerts

No Activated Alerts. [View Pending Alerts](#).

Configure

[Change Your Password](#)

[Activate Enhanced Account Security](#)

[Edit Your User Account Settings](#)

[View, Vote, & Post to the Wish List](#)

[Business Info](#)

[Profile Setup](#)

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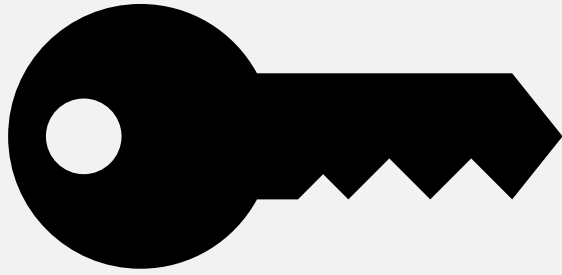
[Main Contacts](#)

[Commodity Codes](#)

[EEO/Workforce Comp.](#)



Key Take Aways



- **MOAs have their own application processes and valid time frame.**
- **Report ownership changes** to the TxCPA or MOA to determine if the firm still qualifies.
- **Submit Change Request** to update basic information.
- **Contact** Statewide HUB Program if you **cannot access recertification application.**
- **Limited Liability Partnership (LLP) that have a General Partner:** Must submit **required documents** for the General Partnership. (Section 1)
- **List all Related or Affiliated businesses and upload most recent Federal Tax Return and Employer's Quarterly Reports for each business.** (Section 3)
- To ensure security of the record, **only the assigned user have access unless they reassign** it to another user for completion.

Best Practices

- [Texas Statewide HUB System](#) works best with Google Chrome
- Make sure you select the CORRECT BUSINESS TYPE
- Make sure you review the checklist and gather your business structure mandatory/supplementary documents. Upload/save to computer as PDF electronically beforehand for a quicker submission
- Make sure you use up-to-date contact information (section 2)
- Make sure you use accurate NIGP codes (section 2) that describe goods and services you know you can provide. NIGP code should contain 5 digits not ending in 00 (example: 915-21)
- Signature must be done on a computer with a mouse for best results



Noted!



Certification Application Deadlines



- You have **90 days to complete your application** once you have started the application process
 - ❖ You can extend your 90 days up to 2 times of one-week intervals
- We currently have a **1 to 2 months waiting period** before an application is assigned to a Certification Analyst
- Applications can take **up to 90 days to be approved** after assigned and reviewed by Certification Analyst,
 - ❖ This is dependent on the applicant providing accurate documentation and responding quickly to inquiries from the Analyst
- The vendor applicant has **30 days from the date listed** on the **Denial Letter** to **submit a written Protest Request** and **all supporting documents** needed to verify each criteria qualification is met



QUESTIONS?



1-888-863-5881 | 512-463-5872
statewideHUBprogram@cpa.texas.gov



STATEWIDE HUB PROGRAM
www.Texas4HUBS.org