

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



RECERTIFICATION CHECKLIST – LIMITED LIABILITY COMPANY (LLC)

****** If a HUB eligible owner owns 50% or more in another business entity, it will be considered an affiliated business. The affiliated business must also provide HUB documentation (i.e., most current business federal income tax return due and Employer Quarterly reports for the same year as the tax return being submitted). The size of a small business includes affiliations (per U.S. Small Business Administration) and will be included in determining HUB certification graduation.

1. **Statement of Eligibility downloaded from the B2G HUB system or [HUB website](#):**
 - This document is an attestation you meet all the HUB eligibility requirements.
 - Must be signed and dated by the HUB-eligible owner(s) making up the 51% HUB-eligible ownership or the highest-ranking HUB-eligible officer (i.e., CEO or president).
2. **Official photo ID (one of the following):**
 - Texas Driver License or
 - Texas Identification Card.
3. **Corporate Federal Income Tax Return (to include a complete copy with all schedules and attachments), for the most current year due:**
 - Form 1065 or
 - Form 1120, 1120-S or
 - 1040 Schedule C (single member LLC's only).
4. **Employers Quarterly Reports:**
 - Provide all four quarters of the same year as the corporate federal income tax return you are submitting.
5. **Signed and dated copies of member and manager meeting minutes:**
 - Meeting minutes held within last 12 months that identify the current member(s), manager(s) (if applicable) listed on Secretary of State filing and officers (if applicable).
 - Single member LLCs operating like Sole Proprietorships will need to upload a statement on company letterhead identifying the current member(s), manager(s) (if applicable) listed on Secretary of State filing and the officers (if using titles such as CEO, president, vice president, secretary, treasurer).
6. **Current signed business loan agreements and promissory notes (if applicable).**
7. **Current professional licenses and permits (if applicable).**
8. **Current signed business site lease agreement (if leasing) or current county tax appraisal statement (if property is owned) including:**
 - Lease Amendments/Renewals.
 - If the applicant is not the property owner and does not have a formal written lease agreement, provide a copy of the most current county tax appraisal for the property and a signed and dated letter from the property owner identifying the physical address and the term of property usage.
9. **Please provide a detailed description of your other business ownership (if applicable) to include:**
 - The name and location of the business, and
 - The normal business hours for the business applying for HUB certification, and
 - The days and specific hours per day you devote to the operation of the business vs. the days and specific hours per day you dedicate to the operation of the business applying for HUB certification during its normal business hours, and
 - The name(s) of the individual(s) in charge of the business applying for HUB certification during your absence.

(continued on next page)



10. Please provide a detailed description of your other employment (if applicable) to include:

- The name and location of the employer, and
- The days and specific hours per day you are employed at your other employment, and
- The normal business hours for the business applying for HUB certification, and
- The days and specific hours per day you dedicate to the operation of the business applying for HUB certification during its normal business hours, and
- The name(s) of the individual(s) in charge of the business applying for HUB certification during your absence.

11. Detailed explanation if your business has ever been denied certification by any other service-disabled veteran, minority- or woman-owned business certification organization.

- Please explain the reason for denial.