**Qualifications for ConnXus Small Business Certification (SBE)**

* Operational Authority and Managerial Control **(**Managed & Controlled**)** by U.S. citizen(s)
* Business assets not exceeding 40 million USD & adjusted business gross revenue not exceeding 40 million USD
	+ **If in business for at least two years**, your company must have business assets not exceeding 40 million USD and adjusted business gross revenue not exceeding 40 million for each year over the past two year period
		- Example: If applying in 2019, you will be required to enter business assets and adjusted business gross revenue for 2017 and 2018.
	+ **If in business for at least 1 year but less than 2 years**, your company must have current business assets not exceeding 40 million USD. Your company must have adjusted business gross revenue not exceeding 40 million USD for the most recent tax return year and a majority owner with personal income not exceeding 40 million USD for the year prior to the most recent tax return year
		- Example: If applying in 2019, you will be required to enter current business assets. Enter adjusted business gross revenue for 2018. Enter majority owner’s personal income for 2017.
	+ **If in business for less than one year**, your company must have current business assets not exceeding 40 million USD. Your company must also have a majority owner with personal income not exceeding 40 million USD for each of the two most recent tax return years
		- Example: If applying in 2019, you will be required to enter current business assets. Enter majority owner’s personal income for 2017 and 2018.
* Owner(s) manages day-to-day operations & makes long-term decisions
* Performs successfully on contracts & shows potential for success

**Documentation Required for ConnXus Small Business Certification (SBE):**

Completed Certification Application **(myConnXion.com)** and uploaded documents **(Mandatory).** All required documentation must be uploaded. Failure to provide the necessary documentation required to ascertain the company's eligibility is reason for a denial.

**Note: ConnXus, Inc.** reserves the right to request additional documentation, if necessary, to determine the eligibility of your company for certification as a SBE. In addition, if you have questions regarding the required documents or any other questions, please contact **mycbc-support@connXus.com**

**Please do not upload password protected documents.**

**\*Asterisk denotes required documentation.**

**GENERAL INFORMATION.** Requirements are the same for all business structures.

* [**Signed, Sworn, and Notarized Affidavit**](https://www.wbenc.org/s/WBENC_Sworn_Affidavit_2018.pdf) **(template available on** [**https://connxus-client-resources.s3.amazonaws.com/mycbc-affidavit.docx**](https://connxus-client-resources.s3.amazonaws.com/mycbc-affidavit.docx)**)\***
	+ Signed by the majority business owner and notarized by an authorized notary of the U.S. or one of its territories.
* **Fictitious Business Statement – DBA (if applicable)**
* **Professional and business license(s) (if applicable)**
* **Resumes of all owners, board of directors, and key management team\***
	+ Resumes should be current and include related professional experience and role within the company.

**OWNER ELIGIBILITY**. Requirements are the same for all business structures.  One of the documents requested below must be a photo identification for identify verification purposes.

* **Evidence of Identity (Copy of current U.S. Passport or Driver's License)\***
* **Evidence of U.S. citizenship for ALL owner(s) (Copy of current U.S. Passport, U.S. Birth Certificate, Voter Registration Card or naturalization papers)\***
	+ - U.S. Passports *in color* are preferred.

**FINANCIAL STRUCTURE**. Requirements are the same for all business structures

* **Financial statements for the business (P&L, statement of cash flows, balance sheet, income statement)\***
	+ Profit and loss statement that aligns with the most recent tax return submitted. Balance sheet that aligns with the most recent tax return submitted.
* **Current invoice receivables with proof of payment (at least two) (i.e. cancelled check, deposit slip, bank statement with matching amount).** **\***
	+ For a new business that has been in operation for less than one year, submit an opening balance sheet only.
* **Two years' Federal Income Tax returns, as filed with the IRS\***
	+ Includes current and prior one (1) years federal income tax returns for the business with **all** schedules and statements attached. ***For businesses less than Two years old, substitute personal federal income tax returns*** for the appropriate number of years with **all** schedules and statements attached. When submitting personal tax returns, you may black out all social security numbers and all dependent names. If personal tax returns are being submitted, personal tax returns must be submitted by **any** individual that owns **10%** or more of the company. If your company has applied for an extension to file for the most recent tax year, submit extension paperwork. If company information is filed on a Schedule C, please note this is **not** an official tax return and must be accompanied by the official Form 1040 submitted to the IRS*.*
* **Debt instruments (Loan Agreements, Note Payables, Promissory Notes, Surety Agreements, Security Agreements) (if applicable)**
* **Equipment rental and purchase agreements or proof of equipment purchase (if applicable)**
* **Proof of Bonding Insurance (if applicable)**
* **Real estate leases (Office Lease) (if not homebased)**
* **Signature page of home owners deed or mortgage receipt (only if homebased)**
* **Copy of bank signature authorization card or corporate resolution\***
	+ This document should be available from your financial institution. If the item does not exist or your financial institution does not release this information, please have your financial institution write a letter on its letterhead including the following: company name, type of accounts held, date account was opened, **who has signature authority for the accounts, and any conditions/restrictions relating to the signatory authority** (e.g. two signatures required for certain amounts)
* **Proof of capital and/or equity investment by Small Business owner(s)\***
	+ Any document or written statement demonstrating how the small business owner(s) obtained ownership interest (e.g. cancelled checks, opening bank statement, written statement by owner, list of contributed equipment/expertise, etc.)

**MANAGEMENT INFORMATION** - Requirements are the same for all business structures.

* **Trust agreement(s) that involve the small business owner(s) (if applicable)**
* **Employee Stock Ownership Plan Agreements (ESOPs) (if applicable)**
* **Management/consulting agreements (if applicable)**
	+ Any agreements with individuals and/or vendors who are providing management/consulting services to the applicant company. These are agreements that affect the management and/or operations of the applicant company.
* **Service agreements (if applicable)**
	+ These are agreements that influence the day-to-day operations, including the production and/or distribution of the applicant company's product or service
* **Affiliate/subsidiary agreements (if applicable)**
	+ An affiliation is a relationship where 5% or more of a company's stock is held by a parent company. A subsidiary relationship is one where 50% or more of a company's stock is held by a parent company.
* **Franchise Agreements (if applicable)**
* **Union Agreement (if applicable)**

**GOVERNANCE INFORMATION** - Requirements **DIFFER** by business structure

**Sole Proprietorships**

**1. Assumed Name Documents\***

**Partnerships**

* **Partnership Agreements\***
* **Buy-Out Rights Agreement\***
* **Profit Sharing Agreements\***

**Limited Liability Company**

* **Certificate of Organization/Existence/Formation (for businesses in states that issue certificates)\***
* **Articles of Organization or Articles of Formation and any amendments\***
* **LLC Regulations, Operating Agreement and/or Member Agreement\***
* **Schedule of Advances made to LLC by members for the preceding two years\***
* **If an out-of-state LLC, proof of authority to do business in state where LLC is headquartered\***

**Corporations (S-Corporations & C-Corporations)**

1. **Certificate of Incorporation\***
2. **Articles/Charter of Incorporation\***
3. **Current Corporate Bylaws with All Amendments\***
4. **If an out-of-state corporation, proof of authority to do business in state where corporation is headquartered\***