

Verification Application Required Documents Rationale

All documents listed here are required to be submitted at the time of application. If you do not have the document for a document type, submit a letter of explanation for it. The documents in *Other Documents* section are only required when your business has the related business relationships.

During application review, additional documents may be requested by the examiners at their discretion. Documents that may be reviewed are identified under 38 CFR 74.12 and 38 CFR 74.20.

NOTE: Do not upload any password-protected documents. Center for Verification and Evaluation (CVE) is not able to verify the password-protected documents.

Sole Proprietorship

Document Type	Description	Rationale
General Information		
Business <u>licenses</u> , <u>permits</u> or <u>accreditations</u>	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. They are then authorized to operate the specific type of business identified on the license.	Used to determine if the concern is operating the “type” of business legally in the state where it is chartered to perform services. 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.
Trade licenses and certifications	Trade licenses and certifications are issued after determining applicant has satisfied the applicable industry criteria within the business segment. They are then authorized to operate the specific type of business or specialty identified on the license. For an assumed or fictitious name, an official letter from the state that the concern has registered under an assumed or fictitious name (e.g., doing business as - d/b/a).	Used to determine if the concern is operating the “trade” of business legally in the state where it is chartered to perform services and the Veteran owner has the appropriate knowledge and skill level to operate in that field. In the case of an assumed or fictitious name, it helps to identify the name (e.g., d/b/a) a concern is operating under.

Document Type	Description	Rationale
Approval letters for businesses with Sensitive Compartmented Information Facility (SCIF) or "Vault"	A SCIF or Top Secret facility is a container, room or building where classified material is stored or handled. The security officer oversees access to this facility.	Used to determine control. This document is reviewed because the Veteran or person who has majority control of the company is usually listed as the Primary Security Officer or as the alternate for access to these facilities. This is more prevalent in small to mid-size (up to 100 employees) companies.
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, and 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 prerequisites, qualifications, and knowledge to operate and manage the type of company as identified.
Financial Information		
<u>IRS Form 1040</u> and <u>all</u> attached <u>W-2s</u> , <u>Schedule C</u> , and <u>Schedule E</u> for the past three years for business and personal tax filings	Identifies the proprietor, principal business and the name of the business. Everyone with 33% or more ownership must submit a complete IRS Form 1040 along with all attached W-2s, Schedule C, and Schedule E forms for the past three years. The total amounts on the W-2s must be equal to line 7 on the Form 1040. Identifies the proprietor, principal business and the name of the business. An individual in business for themselves, or who operates a trade or business as a sole proprietor or an independent contractor generally files a Schedule C with IRS Form 1040. Partnerships, joint ventures, etc., generally must file Form 1065.	Verifies employment and income and where profits are going. Indicates good standing with the IRS, and facilitates cross-checking for affiliation. The individual IRS Form 1040 is used to verify good standing with IRS, income, and employment.
<u>Signature cards</u> authenticated by financial institutions (Banks, Credit Unions, etc.)	Card that a customer signs when opening an account at a financial institution. It identifies the depositor. A corporate signature card bears the names of the firm's officers authorized to sign checks or transfer funds.	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. The Veteran owner of the company should have authority on this. There may be two people with authority but the Veteran owner should be the one with the "unlimited" expressed authority.

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On-line banking letter (reserved for on-line banks only (i.e., USAA, Orange, etc.)	Letter from a financial institution identifying the account owner and authorized users.	Used to determine control. The letter identifies who within the company has the authority to authorize and make withdrawals and deposits on behalf of the company. The Veteran owner of the company should have authority on this. There may be two people with authority but the Veteran owner should be the one with the “unlimited” expressed authority.
Copies of approximately <u>20 negotiated company checks</u>	Cancelled checks (written and cashed) normally signed by owner or authorized account user. Do not submit blank or voided checks.	CVE requests these to determine if the Veteran is authorizing financial obligations on behalf of the company and if not, who within the company does so. In addition, CVE is attempting to identify if the checks are from the company or are being authored from another business. If the applicant uses electronic banking only, a Detailed Letter of Explanation stating this will suffice in lieu of the cancelled checks.
<u>Payroll Distribution Ledger or W-2s (Wage and Tax Statement)</u> 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 individual requirement.
Copies of last 5 <u>contracts and/or proposals</u> to include Bids and purchase orders or work agreements (Cover page and Signature page only).	Copies of the Cover page and Signature page only of the last 5 contracts and/or proposals, to include bids and purchase orders or work agreements (Cover page and Signature page only) that the applicant has submitted/been awarded.	CVE requests these documents to identify if the concern is conducting business and determine that the Veteran owner has the ability to sign documents and make decisions for the concern.

Management Information		
Current <u>lease agreements</u> to include supporting payments	The lease agreement is an agreement between a landlord and tenant that sets out the terms under which a tenant may occupy and use a commercial property. It also creates a legal right for the tenant to occupy the property. Other types of agreements are similar. 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 may review 2-3 random months of checks to validate that the Veteran applicant company is actually making payment for the binding services, demonstrating that applicant is not dependent on another firm.
Management and <u>Services agreements</u> to include supporting payments	These agreements are established between the concern and service provider and generally incorporated or attached to an occupancy lease agreement. They define the terms under which a tenant may use a commercial property and its services (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 use the management services.
<u>Official Certificate of Formation</u>	Official letter from the secretary of state reflecting the applicant is authorized to do business in the state.	Enables CVE to verify address and company name and ensure the applicant is registered with the state as a business.
<u>Minutes</u> 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 applicant must control business decisions . Minutes must explain any changes since the establishment of any organizing documents .
Letter of Explanation - Control	The Veteran owner must demonstrate he/she has have control over the decision making, finances, and management of the concern. Although delineation of functions and responsibilities such as check writing is permissible, the concern should have a policy identifying what functions and	One or more Veteran(s) must be able to control the concern's decision-making without requiring the presence or assent of a non-Veteran. One or more non-Veterans cannot outvote the Veteran.

	responsibilities have been delegated and to whom.	
Letter of Explanation - Community Property	Joint ownership of property between married couples that is recognized in the following jurisdictions: Arizona, California, Guam, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, and Wisconsin. In certain jurisdictions, married couples can elect to have some or all of their property treated as community property by stating so in a written contract.	The Veteran should provide a letter of disclaimer of Community Property interest in which the non-Veteran spouse disclaims his/her Community Property interest in the concern. The disclaimer letter should be signed by the non-Veteran spouse disclaiming interest.
Letter of Explanation - Highest Paid	Documentation that explains why the Veteran owner(s) is not the highest paid employee	The applicant must provide a letter of explanation identifying how the Veteran receiving a lower salary, or no salary, benefits the applicant.
Letter of Explanation - Outside Employment	Documentation that supports that the Veteran owner(s) holding outside employment, management positions, or ownership in other entities.	The concern must provide a letter of explanation outlining the impact this outside activity may have on the owner's ability to manage and control the concern; how these activities affect the Veteran/Service-Disabled Veteran's ability to work sustained and significant hours during the normal business hours of other companies in related fields as well as how these activities impact the Veteran's ability to manage the day-to-day business of the concern.
Letter of Explanation - Ownership	Documentation provided must support the Veteran owner having 51% ownership of the applicant.	The Veteran must own at least 51% of the applicant
Letter of Explanation - Documents not required to be filed with the state or territory	State or territory does not require certain documents such as a partnership or operating agreement to be filed as part of business registration.	The concern must provide a letter of explanation clearly delineating all elements of an operating agreement to include how the company is organized and managed, how decisions are made, number of partners and/or members, roles, responsibilities, and voting rights of each. For other documents such as licenses, the concern must provide a LOE stating such.
Letter of Explanation - Start up	Concern is a start-up and less than 6 months old at time of application.	Business taxes must be provided with a Letter of Explanation for the years not provided. If the company is 6 months or less old and the company does not have 20 cancelled checks or

		payroll, a Letter of Explanation must be submitted to provide an explanation that the items are not available or concern has not generated a payroll due to being a startup business.
Letter of Explanation - Transfer of ownership to/from a family member	Veteran obtained majority ownership of concern from a spouse and/or immediate family member within 2 years of applying.	Veteran obtained majority ownership of concern from a spouse and/or immediate family member within the last two years and the spouse and/or immediate family member who transferred ownership remains involved in the concern in a key personnel role, a Letter of Explanation must be provided describing the management experience and job related skills the Veteran holds pertaining to the particular industry of the concern.

General Partnership

Document Type	Description	Rationale
General Information		
Business <u>licenses</u> , <u>permits</u> or <u>accreditations</u>	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. They are then authorized to operate the specific type of business identified on the license.	Used to determine if the concern is operating the “type” of business legally in the state where it is chartered to perform services. 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.
Trade licenses and certifications	Trade licenses and certifications are issued after determining applicant has satisfied the applicable industry criteria within the business segment. They are then authorized to operate the specific type of business or specialty identified on the license. For an assumed or fictitious name, an official letter from the state that the concern has registered under an assumed or fictitious name (e.g., doing business as - d/b/a).	Used to determine if the concern is operating the “trade” of business legally in the state where it is chartered to perform services and the Veteran owner has the appropriate knowledge and skill level to operate in that field. In the case of an assumed or fictitious name, it helps to identify the name (e.g., d/b/a) a concern is operating under.
Approval letters for businesses with Sensitive	A SCIF or Top Secret facility is a container, room or building where classified material is stored or handled. The security officer oversees access to	Used to determine control. This document is reviewed because the Veteran or person who has majority control of the company is usually listed as the Primary Security Officer or as the

Document Type	Description	Rationale
Compartmented Information Facility (SCIF) or "Vault"	this facility.	alternate for access to these facilities. This is more prevalent in small to mid-size (up to 100 employees) companies.
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, and 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 prerequisites, qualifications, and knowledge to operate and manage the type of company as identified.
Financial Information		
<u>IRS Form 1040</u> and <u>all</u> attached <u>W-2s</u> , <u>Schedule C</u> , and <u>Schedule E</u> for the past three years for business and personal tax filings	Identifies the proprietor, principal business and the name of the business. Everyone with 33% or more ownership must submit a complete IRS Form 1040 along with all attached W-2s, Schedule C, and Schedule E forms for the past three years. The total amounts on the W-2s must be equal to line 7 on the Form 1040. Identifies the proprietor, principal business and the name of the business. An individual in business for themselves, or who operates a trade or business as a sole proprietor or an independent contractor generally files a Schedule C with IRS Form 1040. Partnerships, joint ventures, etc., generally must file Form 1065.	Verifies employment and income and where profits are going. Indicates good standing with the IRS, and facilitates cross-checking for affiliation. The individual IRS Form 1040 is used to verify good standing with IRS, income, and employment.
Appropriate IRS tax form filed; If filed as Sole Proprietorship (<u>Schedule C</u>), partnership (IRS Form <u>1065 and corresponding K-1</u>) 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 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	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.

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	credits, low income housing credits and any other information the partnership needs to include. Of importance, Box G identifies the type of partner.	
K-1	Shows ownership percentages of the applicant	Used to determine ownership and any ownership changes
<u>Signature cards</u> authenticated by financial institutions (Banks, Credit Unions, etc.)	Card that a customer signs when opening an account at a financial institution. It identifies the depositor. A corporate signature card bears the names of the firm's officers authorized to sign checks or transfer funds.	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. The Veteran owner of the company should have authority on this. There may be two people with authority but the Veteran owner should be the one with the "unlimited" expressed authority.
On-line banking letter (reserved for on-line banks only (i.e., USAA, Orange, etc.)	Letter from a financial institution identifying the account owner and authorized users.	Used to determine control. The letter identifies who within the company has the authority to authorize and make withdrawals and deposits on behalf of the company. The Veteran owner of the company should have authority on this. There may be two people with authority but the Veteran owner should be the one with the "unlimited" expressed authority.
Copies of approximately <u>20 negotiated company checks</u>	Cancelled checks (written and cashed) normally signed by owner or authorized account user. Do not submit blank or voided checks.	CVE requests these to determine if the Veteran is authorizing financial obligations on behalf of the company and if not, who within the company does so. In addition, CVE is attempting to identify if the checks are from the company or are being authored from another business. If the applicant uses electronic banking only, a Detailed Letter of Explanation stating this will suffice in lieu of the cancelled checks.
<u>Payroll Distribution Ledger</u> or <u>W-2s (Wage and Tax Statement)</u> for preceding year (Full Year) and year-to-date (January 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 individual requirement.

Document Type	Description	Rationale
Copies of last 5 <u>contracts and/or proposals</u> to include Bids and purchase orders or work agreements (Cover page and Signature page only).	Copies of the Cover page and Signature page only of the last 5 contracts and/or proposals, to include bids and purchase orders or work agreements (Cover page and Signature page only) that the applicant has submitted/been awarded.	CVE requests these documents to identify if the concern is conducting business and determine that the Veteran owner has the ability to sign documents and make decisions for the concern.
Management Information		
Current <u>lease agreements</u> to include supporting payments	The lease agreement is an agreement between a landlord and tenant that sets out the terms under which a tenant may occupy and use a commercial property. It also creates a legal right for the tenant to occupy the property. Other types of agreements are similar. 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 may review 2-3 random months of checks to validate that the Veteran applicant company is actually making payment for the binding services, demonstrating that applicant is not dependent on another firm.
<u>Management and Services agreements</u> to include supporting payments	These agreements are established between the concern and service provider and generally incorporated or attached to an occupancy lease agreement. They define the terms under which a tenant may use a commercial property and its services (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 use the management services.
Legal Structure		
Voting agreements or documents (i.e., proxies and voting trust agreements)	May be a separate agreement or incorporated into a concern's organizing document which identifies the percentage of voting rights for decision within a concern's operations.	Enables CVE to confirm the Veteran controls at least 51% of the total votes. This can be validated in the minutes of Stockholders or Board of Directors meetings as well as a separate document signed by all owners.

Document Type	Description	Rationale
<u>Partnership Agreements</u> including all amendments	<p>A written agreement which identifies the nature of the business, capital contributed by each partner, and their rights and responsibilities. Partners are 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 or Articles of Partnership.</p>	<p>Enables CVE to determine if the Veteran Owner has control of the concern. Verifies debt instrument (check, etc.) used to make purchase or investment into concern. Can also be validated on the Form 1065 and corresponding Form K-1 Box J for partnerships which will show percentage of capital for corresponding tax year. The two percentages for capital should be the same.</p>
<u>Official Certificate of Formation</u>	<p>Official letter from the secretary of state reflecting the applicant is authorized to do business in the state.</p>	<p>Enables CVE to verify address and company name and ensure the applicant is registered with the state as a business.</p>
<u>Minutes</u> of the first and most recent Stockholder and Board of Directors meetings	<p>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.</p>	<p>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.</p>
<u>Stock registers</u> for Applicant or <u>stock ledgers</u> showing a listing of all shares of issuance	<p>A stock ledger is used to record the owners of a corporation. Stock certificates are issued to shareholders in a corporation and certificates of ownership are issued to members in an LLC. All certificates must be tracked regardless of age. It will include the name of the owners, number of the certificates, number of membership units issued to a particular owner, who sold the units to the owner, and the type of membership units stock issued to the owner.</p>	<p>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 Veteran. This percentage should be at least 51% or greater.</p>

Other Documents		
Letter of Explanation - Control	The Veteran owner must demonstrate he/she has have control over the decision making, finances, and management of the concern. Although delineation of functions and responsibilities such as check writing is permissible, the concern should have a policy identifying what functions and responsibilities have been delegated and to whom.	One or more Veteran(s) must be able to control the concern's decision-making without requiring the presence or assent of a non-Veteran. One or more non-Veterans cannot outvote the Veteran.
Letter of Explanation - Community Property	Joint ownership of property between married couples that is recognized in the following jurisdictions: Arizona, California, Guam, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, and Wisconsin. In certain jurisdictions, married couples can elect to have some or all of their property treated as community property by stating so in a written contract.	The Veteran should provide a letter of disclaimer of Community Property interest in which the non-Veteran spouse disclaims his/her Community Property interest in the concern. The disclaimer letter should be signed by the non-Veteran spouse disclaiming interest.
Letter of Explanation - Highest Paid	Documentation that explains why the Veteran owner(s) is not the highest paid employee	The applicant must provide a letter of explanation identifying how the Veteran receiving a lower salary, or no salary, benefits the applicant.
Letter of Explanation - Outside Employment	Documentation that supports that the Veteran owner(s) holding outside employment, management positions, or ownership in other entities.	The concern must provide a letter of explanation outlining the impact this outside activity may have on the owner's ability to manage and control the concern; how these activities affect the Veteran/Service-Disabled Veteran's ability to work sustained and significant hours during the normal business hours of other companies in related fields as well as how these activities impact the Veteran's ability to manage the day-to-day business of the concern.
Letter of Explanation - Ownership	Documentation provided must support the Veteran owner having 51% ownership of the applicant.	The Veteran must own at least 51% of the applicant
Letter of Explanation - Documents not required to be filed with the state or territory	State or territory does not require certain documents such as a partnership or operating agreement to be filed as part of business registration.	The concern must provide a letter of explanation clearly delineating all elements of an operating agreement to include how the company is organized and managed, how decisions are made, number of partners and/or members, roles, responsibilities, and voting rights of each. For other documents

		such as licenses, the concern must provide a LOE stating such.
Letter of Explanation - Start up	Concern is a start-up and less than 6 months old at time of application.	Business taxes must be provided along with a Letter of Explanation for the years not provided. If the company is six months or less old and the company does not have 20 cancelled checks or payroll, a Letter of Explanation must be submitted to provide an explanation that the items are not available or concern has not generated a payroll due to being a startup business.
Letter of Explanation - Transfer of ownership to/from a family member	Veteran obtained majority ownership of concern from a spouse and/or immediate family member within 2 years of applying.	Veteran obtained majority ownership of concern from a spouse and/or immediate family member within the last two years and the spouse and/or immediate family member who transferred ownership remains involved in the concern in a key personnel role, a Letter of Explanation must be provided describing the management experience and job related skills the Veteran holds pertaining to the particular industry of the concern.

Limited Liability Company (LLC) and Limited Liability Partnership (LLP)

Document Type	Description	Rationale
General Information		
Trade licenses and certifications	Trade licenses and certifications are issued after determining applicant has satisfied the applicable industry criteria within the business segment. They are then authorized to operate the specific type of business or specialty identified on the license. For an assumed or fictitious name, an official letter from the state that the concern has registered under an assumed or fictitious name (e.g., doing business as - d/b/a).	Rationale – Used to determine if the concern is operating the “trade” of business legally in the state where it is chartered to perform services and the Veteran owner has the appropriate knowledge and skill level to operate in that field. In the case of an assumed or fictitious name, it helps to identify the name (e.g., d/b/a) a concern is operating under.

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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, and etc.	Rationale – 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 prerequisites, qualifications, and knowledge to operate and manage the type of company as identified.
Financial Information		
IRS Form 1040 and <u>all</u> attached <u>W-2s</u> , <u>Schedule C</u> , and <u>Schedule E</u> for the past three years for business and personal tax filings	Identifies the proprietor, principal business and the name of the business. Everyone with 33% or more ownership must submit a complete IRS Form 1040 along with all attached W-2s, Schedule C, and Schedule E forms for the past three years. The total amounts on the W-2s must be equal to line 7 on the Form 1040. Identifies the proprietor, principal business and the name of the business. An individual in business for themselves, or who operates a trade or business as a sole proprietor or an independent contractor generally files a Schedule C with IRS Form 1040. Partnerships, joint ventures, etc., generally must file Form 1065.	Rationale – Verifies employment and income and where profits are going. Indicates good standing with the IRS, and facilitates cross-checking for affiliation. The individual IRS Form 1040 is used to verify good standing with IRS, income, and employment.
Appropriate IRS tax form filed; If filed as Sole Proprietorship (<u>Schedule C</u>), partnership (IRS Form <u>1065 and corresponding K-1</u>) 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 other activities, qualified dividends, net	Rationale – 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

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	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.	Partnership agreement.
K-1	Shows ownership percentages of the applicant	Rationale –Used to determine ownership and any ownership changes
<u>Signature cards</u> authenticated by financial institutions (Banks, Credit Unions, etc.)	Card that a customer signs when opening an account at a financial institution. It identifies the depositor. A corporate signature card bears the names of the firm's officers authorized to sign checks or transfer funds.	Rationale – 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. The Veteran owner of the company should have authority on this. There may be two people with authority but the Veteran owner should be the one with the “unlimited” expressed authority.
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Copies of approximately <u>20 negotiated company checks</u>	Cancelled checks (written and cashed) normally signed by owner or authorized account user. Do not submit blank or voided checks.	Rationale – CVE requests these to determine if the Veteran is authorizing financial obligations on behalf of the company and if not, who within the company does so. In addition, CVE is attempting to identify if the checks are from the company or are being authored from another business. If the applicant uses electronic banking only, a Detailed Letter of Explanation stating this will suffice in lieu of the cancelled checks.
<u>Payroll Distribution Ledger or W-2s (Wage and Tax Statement)</u> for preceding year (Full	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	Rationale - CVE requests these documents to ensure the Veteran owner meets the highest paid individual requirement.

Document Type	Description	Rationale
Year) and year-to-date (Jan. to present) for employees	contractors and wages/commissions/distributions earned.	
Copies of last 5 <u>contracts and/or proposals</u> to include Bids and purchase orders or work agreements (Cover page and Signature page only).	Copies of the Cover page and Signature page only of the last 5 contracts and/or proposals, to include bids and purchase orders or work agreements (Cover page and Signature page only) that the applicant has submitted/been awarded.	Rationale - CVE requests these documents to identify if the concern is conducting business and determine that the Veteran owner has the ability to sign documents and make decisions for the concern.
Management Information		
Current <u>lease agreements</u> to include supporting payments	The lease agreement is an agreement between a landlord and tenant that sets out the terms under which a tenant may occupy and use a commercial property. It also creates a legal right for the tenant to occupy the property. Other types of agreements are similar. The supporting payments (checks, etc.) document the agreements are in effect.	Rationale – 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 may review 2-3 random months of checks to validate that the Veteran applicant company is actually making payment for the binding services, demonstrating that applicant is not dependent on another firm.
<u>Management and Services agreements</u> to include supporting payments	These agreements are established between the concern and service provider and generally incorporated or attached to an occupancy lease agreement. They define the terms under which a tenant may use a commercial property and its services (communication, mail services, etc.). The supporting payments (checks, etc.) document the agreements are in effect.	Rationale – Enables CVE to verify the business address and that the concern has the legal authority to use the management services.

Document Type	Description	Rationale
<u>Operating Agreement</u> 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 a 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 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.	Rationale – 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 applicant should have sole expressed authority per the Operating Agreement without consent of the member limited partners.
Legal Structure		
Voting agreements or documents (i.e., proxies and voting trust agreements)	May be a separate agreement or incorporated into a concern's organizing documents which identifies the percentage of voting rights for decision within a concern’s operations.	Rationale –Enables CVE to confirm the Veteran controls at least 51% of the total votes. This can be validated in the minutes of Stockholders or Board of Directors meetings as well as a separate document signed by all owners.
<u>Shareholders Agreement</u> , including all amendments	An employment agreement among the shareholders of a small 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.	Rationale – Enables CVE to determine that the Veteran has authority to make management decisions, and has control over decisions. The Shareholder agreement will identify the controlling shareholder of the corporation, their responsibilities, and their rights as the controlling shareholder . Their rights should authorize them to make prevailing managerial decisions without authorization from other shareholders.
<u>Equity participation or equity plans</u> , restricted stock or ownership interests or options for stock or ownership interest or plans	An employer must prepare an equity plan which complies with the requirements set forth in the Employment Equity Act. The plan must list the positive policies and practices that the employer intends to institute in the next one to three years to correct under-representation of designated group members which has been identified in the workforce analysis.	Rationale – Enables CVE to determine if the Veteran has control of the applicant concern, by identifying equity ownership and authority for the granting of equity.

Document Type	Description	Rationale
<u>Official Certificate of Formation</u>	Official letter from the secretary of state reflecting the applicant is authorized to do business in the state.	Rationale – Enables CVE to verify address and company name and ensure the applicant is registered with the state as a business.
<u>Minutes</u> 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.	Rationale – 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 .
<u>Stock registers</u> for Applicant or <u>stock ledgers</u> 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 shareholders in a corporation and certificates of ownership are issued to members in an LLC. All certificates must be tracked regardless of age. It will include the name of the owners, number of the certificates, number of membership units issued to a particular owner, who sold the units to the owner, and the type of membership units stock issued to the owner.	Rationale – 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 Veteran. This percentage should be at least 51% or greater.
Other Documents		
Letter of Explanation - Control	The Veteran owner must demonstrate he/she has have control over the decision making, finances, and management of the concern. Although delineation of functions and responsibilities such as check writing is permissible, the concern should have a policy identifying what functions and responsibilities have been delegated and to whom.	Rationale - One or more Veteran(s) must be able to control the concern's decision-making without requiring the presence or assent of a non-Veteran. One or more non-Veterans cannot outvote the Veteran.
Letter of Explanation - Community Property	Joint ownership of property between married couples that is recognized in the following jurisdictions: Arizona, California, Guam, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico,	Rationale - The Veteran should provide a letter of disclaimer of Community Property interest in which the non-Veteran spouse disclaims his/her Community Property interest in the concern. The disclaimer letter should be signed by the non-Veteran

Document Type	Description	Rationale
	Texas, Washington, and Wisconsin. In certain jurisdictions, married couples can elect to have some or all of their property treated as community property by stating so in a written contract.	spouse disclaiming interest.
Letter of Explanation - Highest Paid	Documentation that explains why the Veteran owner(s) is not the highest paid employee	Rationale - The applicant must provide a letter of explanation identifying how the Veteran receiving a lower salary, or no salary, benefits the applicant.
Letter of Explanation - Outside Employment	Documentation that supports that the Veteran owner(s) holding outside employment, management positions, or ownership in other entities.	Rationale - The concern must provide a letter of explanation outlining the impact this outside activity may have on the owner's ability to manage and control the concern; how these activities affect the Veteran/Service-Disabled Veteran's ability to work sustained and significant hours during the normal business hours of other companies in related fields as well as how these activities impact the Veteran's ability to manage the day-to-day business of the concern.
Letter of Explanation - Ownership	Documentation provided must support the Veteran owner having 51% ownership of the applicant.	Rationale - The Veteran must own at least 51% of the applicant
Letter of Explanation - Documents not required to be filed with the state or territory	State or territory does not require certain documents such as a partnership or operating agreement to be filed as part of business registration.	Rationale - The concern must provide a letter of explanation clearly delineating all elements of an operating agreement to include how the company is organized and managed, how decisions are made, number of partners and/or members, roles, responsibilities, and voting rights of each. For other documents such as licenses, the concern must provide a LOE stating such.
Letter of Explanation - Start up	Concern is a startup and less than 6 months old at time of application.	Rationale - Business taxes must be provided along with a Letter of Explanation for the years not provided. If the company is six months or less old and the company does not have 20 cancelled checks or payroll, a Letter of Explanation must be submitted to provide an explanation that the items are not available or concern has not generated a payroll due to being a startup business.

Document Type	Description	Rationale
Letter of Explanation - Transfer of ownership to/from a family member	Description - Veteran obtained majority ownership of concern from a spouse and/or immediate family member within 2 years of applying.	Rationale - Veteran obtained majority ownership of concern from a spouse and/or immediate family member within the last two years and the spouse and/or immediate family member who transferred ownership remains involved in the concern in a key personnel role, a Letter of Explanation must be provided describing the management experience and job related skills the Veteran holds pertaining to the particular industry of the concern.

C Corporation (Inc. or Ltd.) and Sub Chapter S Corporation (Inc. or Ltd.)

Document Type	Description	Rationale
General Information		
Trade licenses and certifications	Description - Trade licenses and certifications are issued after determining applicant has satisfied the applicable industry criteria within the business segment. They are then authorized to operate the specific type of business or specialty identified on the license. For an assumed or fictitious name, an official letter from the state that the concern has registered under an assumed or fictitious name (e.g., doing business as - d/b/a).	Rationale – Used to determine if the concern is operating the “trade” of business legally in the state where it is chartered to perform services and the Veteran owner has the appropriate knowledge and skill level to operate in that field. In the case of an assumed or fictitious name, it helps to identify the name (e.g., d/b/a) a concern is operating under.
Approval letters for businesses with Sensitive Compartmented Information Facility (SCIF) or “Vault”	Description - A SCIF or Top Secret facility is a container, room or building where classified material is stored or handled. The security officer oversees access to this facility.	Rationale – Used to determine control. This document is reviewed because the Veteran or person who has majority control of the company is usually listed as the Primary Security Officer or as the alternate for access to these facilities. This is more prevalent in small to mid-size (up to 100 employees) companies.
Resumes of all owners, directors, partners, officers and other key personnel	Description - One to two-page chronological resume listing the current and previous occupation, job description/duties, education, personal identifying information, dates, skills, abilities, and etc.	Rationale – 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 prerequisites, qualifications, and knowledge to operate and manage the type of company as identified.

Document Type	Description	Rationale
Financial Information		
<p>IRS Form 1040 and <u>all</u> attached <u>W-2s</u>, <u>Schedule C</u>, and <u>Schedule E</u> for the past three years for business and personal tax filings</p>	<p>Description - Identifies the proprietor, principal business and the name of the business. Everyone with 33% or more ownership must submit a complete IRS Form 1040 along with all attached W-2s, Schedule C, and Schedule E forms for the past three years. The total amounts on the W-2s must be equal to line 7 on the Form 1040. Identifies the proprietor, principal business and the name of the business. An individual in business for themselves, or who operates a trade or business as a sole proprietor or an independent contractor generally files a Schedule C with IRS Form 1040. Partnerships, joint ventures, etc., generally must file Form 1065.</p>	<p>Rationale – Verifies employment and income and where profits are going. Indicates good standing with the IRS, and facilitates cross-checking for affiliation. The individual IRS Form 1040 is used to verify good standing with IRS, income, and employment.</p>
<p>IRS Form <u>1120S</u> and corresponding <u>K-1</u> for the past three years</p>	<p>Description - Schedule K-1 of Form 1120S is used to report each shareholder's pro-rated share of net income or loss from an S-Corporation, along with various separately stated income and deduction items. The S-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 S-Corporation. Box F identifies the Shareholder's percentage of stock ownership for tax year.</p>	<p>Rationale – Used to determine ownership. Part II, Box F identifies the shareholder's percentage of stock ownership for the corresponding tax year. This form helps prove percentage of ownership.</p>
<p>K-1</p>	<p>Description - Shows ownership percentages of the applicant</p>	<p>Rationale –Used to determine ownership and any ownership changes</p>
<p><u>Signature cards</u> authenticated by financial institutions (Banks, Credit Unions, etc.)</p>	<p>Description - Card that a customer signs when opening an account at a financial institution. It identifies the depositor. A corporate signature card bears the names of the firm's officers authorized to sign checks or transfer funds.</p>	<p>Rationale – 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. The Veteran owner of the company should have authority on this. There may be two people with authority but the Veteran owner should be the one with the "unlimited" expressed authority.</p>

Document Type	Description	Rationale
On-line banking letter (reserved for on-line banks only (i.e., USAA, Orange, etc.)	Description - Letter from a financial institution identifying the account owner and authorized users.	Rationale – Used to determine control. The letter identifies who within the company has the authority to authorize and make withdrawals and deposits on behalf of the company. The Veteran owner of the company should have authority on this. There may be two people with authority but the Veteran owner should be the one with the “unlimited” expressed authority.
Copies of approximately <u>20 negotiated company checks</u>	Description – Cancelled checks (written and cashed) normally signed by owner or authorized account user. Do not submit blank or voided checks.	Rationale – CVE requests these to determine if the Veteran is authorizing financial obligations on behalf of the company and if not, who within the company does so. In addition, CVE is attempting to identify if the checks are from the company or are being authored from another business. If the applicant uses electronic banking only, a Detailed Letter of Explanation stating this will suffice in lieu of the cancelled checks.
<u>Payroll Distribution Ledger or W-2s (Wage and Tax Statement)</u> for preceding year (Full Year) and year-to-date (Jan. to present) for employees	Description - 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.	Rationale - CVE requests these documents to ensure the Veteran owner meets the highest paid individual requirement.
Copies of last 5 <u>contracts and/or proposals</u> to include Bids and purchase orders or work agreements (Cover page and Signature page only).	Description - Copies of the Cover page and Signature page only of the last 5 contracts and/or proposals, to include bids and purchase orders or work agreements (Cover page and Signature page only) that the applicant has submitted/been awarded.	Rationale - CVE requests these documents to identify if the concern is conducting business and determine that the Veteran owner has the ability to sign documents and make decisions for the concern.

Management Information		
Current <u>lease agreements</u> to include supporting payments	Description - The lease agreement is an agreement between a landlord and tenant that sets out the terms under which a tenant may occupy and use a commercial property. It also creates a legal right for the tenant to occupy the property. Other types of agreements are similar. The supporting payments (checks, etc.) document the agreements are in effect.	Rationale – 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 may review 2-3 random months of checks to validate that the Veteran applicant company is actually making payment for the binding services, demonstrating that applicant is not dependent on another firm.
Management and <u>Services agreements</u> to include supporting payments	Description - These agreements are established between the concern and service provider and generally incorporated or attached to an occupancy lease agreement. They define the terms under which a tenant may use a commercial property and its services (communication, mail services, etc.). The supporting payments (checks, etc.) document the agreements are in effect.	Rationale – Enables CVE to verify the business address and that the concern has the legal authority to use the management services.
<u>Operating Agreement</u> including all amendments	Description - An agreement among Limited Liability Company (LLC) members governing the LLC's business and their financial and managerial rights and duties. Many states require a 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 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.	Rationale – 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 applicant should have sole expressed authority per the Operating Agreement without consent of the member limited partners.
Legal Structure		
Voting agreements or documents (i.e.,	Description - May be a separate agreement or incorporated into a concern's organizing	Rationale –Enables CVE to confirm the Veteran controls at least 51% of the total votes. This can be validated in the minutes of

proxies and voting trust agreements)	documents which identifies the percentage of voting rights for decision within a concern's operations.	Stockholders or Board of Directors meetings as well as a separate document signed by all owners.
<u>Shareholders Agreement</u> , including all amendments	Description - An employment agreement among the shareholders of a small 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.	Rationale – Enables CVE to determine that the Veteran has authority to make management decisions, and has control over decisions. The Shareholder agreement will identify the controlling shareholder of the corporation, their responsibilities, and their rights as the controlling shareholder . Their rights should authorize them to make prevailing managerial decisions without authorization from other shareholders.
<u>Equity participation or equity plans</u> , restricted stock or ownership interests or options for stock or ownership interest or plans	Description - An employer must prepare an equity plan which complies with the requirements set forth in the Employment Equity Act. The plan must list the positive policies and practices that the employer intends to institute in the next one to three years to correct under-representation of designated group members which has been identified in the workforce analysis.	Rationale – Enables CVE to determine if the Veteran has control of the applicant concern, by identifying equity ownership and authority for the granting of equity.
Official <u>Certificate of Formation</u>	Description - Official letter from the secretary of state reflecting the applicant is authorized to do business in the state.	Rationale – Enables CVE to verify address and company name and ensure the applicant is registered with the state as a business.
<u>Minutes</u> of the first and most recent Stockholder and Board of Directors meetings	Description - 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.	Rationale – 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 .
All <u>corporate bylaws</u> and all amendments	Description - Bylaws governing the organization to include the Board of Directors and Officers and their responsibilities	Rationale – Enables CVE to determine whether the Veteran has control, as these documents outline who controls and operates the company and how it is operated.

<p>Articles/Certificate of Incorporation filed with the Secretary of State including all amendments</p>	<p>Description - 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.</p>	<p>Rationale –Helps CVE determine or validate management of the corporation. Included are: the name and address of the corporation; its general purpose; the number and type of shares of stock to be issued and any special characteristics thereof; and regulates the issuance of stock.</p>
<p>Stock registers for Applicant or stock ledgers showing a listing of all shares of issuance</p>	<p>Description - A stock ledger is used to record the owners of a corporation. Stock certificates are issued to shareholders in a corporation and certificates of ownership are issued to members in an LLC. All certificates must be tracked regardless of age. It will include the name of the owners, number of the certificates, number of membership units issued to a particular owner, who sold the units to the owner, and the type of membership units stock issued to the owner.</p>	<p>Rationale – 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 Veteran. This percentage should be at least 51% or greater.</p>
<p>Other Documents</p>		
<p>Letter of Explanation - Control</p>	<p>Description - The Veteran owner must demonstrate he/she has have control over the decision making, finances, and management of the concern. Although delineation of functions and responsibilities such as check writing is permissible, the concern should have a policy identifying what functions and responsibilities have been delegated and to whom.</p>	<p>Rationale - One or more Veteran(s) must be able to control the concern's decision-making without requiring the presence or assent of a non-Veteran. One or more non-Veterans cannot outvote the Veteran.</p>
<p>Letter of Explanation - Community Property</p>	<p>Description - Joint ownership of property between married couples that is recognized in the following jurisdictions: Arizona, California, Guam, Idaho, Louisiana, Nevada, New Mexico, Puerto Rico, Texas, Washington, and Wisconsin. In certain jurisdictions, married couples can elect to have some or all of their property treated as community</p>	<p>Rationale - The Veteran should provide a letter of disclaimer of Community Property interest in which the non-Veteran spouse disclaims his/her Community Property interest in the concern. The disclaimer letter should be signed by the non-Veteran spouse disclaiming interest.</p>

	property by stating so in a written contract.	
Letter of Explanation - Highest Paid	Description - Documentation that explains why the Veteran owner(s) is not the highest paid employee	Rationale - The applicant must provide a letter of explanation identifying how the Veteran receiving a lower salary, or no salary, benefits the applicant.
Letter of Explanation - Outside Employment	Description - Documentation that supports that the Veteran owner(s) holding outside employment, management positions, or ownership in other entities.	Rationale - The concern must provide a letter of explanation outlining the impact this outside activity may have on the owner's ability to manage and control the concern; how these activities affect the Veteran/Service-Disabled Veteran's ability to work sustained and significant hours during the normal business hours of other companies in related fields as well as how these activities impact the Veteran's ability to manage the day-to-day business of the concern.
Letter of Explanation - Ownership	Description - Documentation provided must support the Veteran owner having 51% ownership of the applicant.	Rationale - The Veteran must own at least 51% of the applicant
Letter of Explanation - Documents not required to be filed with the state or territory	Description - State or territory does not require certain documents such as a partnership or operating agreement to be filed as part of business registration.	Rationale - The concern must provide a letter of explanation clearly delineating all elements of an operating agreement to include how the company is organized and managed, how decisions are made, number of partners and/or members, roles, responsibilities, and voting rights of each. For other documents such as licenses, the concern must provide a LOE stating such.
Letter of Explanation - Start up	Description - Concern is a start-up and less than 6 months old at time of application.	Rationale - Business taxes must be provided along with a Letter of Explanation for the years not provided. If the company is six months or less old and the company does not have 20 cancelled checks or payroll, a Letter of Explanation must be submitted to provide an explanation that the items are not available or concern has not generated a payroll due to being a startup business.

Letter of Explanation - Transfer of ownership to/from a family member	Description - Veteran obtained majority ownership of concern from a spouse and/or immediate family member within 2 years of applying.	Rationale - Veteran obtained majority ownership of concern from a spouse and/or immediate family member within the last two years and the spouse and/or immediate family member who transferred ownership remains involved in the concern in a key personnel role, a Letter of Explanation must be provided describing the management experience and job related skills the Veteran holds pertaining to the particular industry of the concern.
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Joint Venture

Document Type	Description	Rationale
General Information		
Trade licenses and certifications	Description - Trade licenses and certifications are issued after determining applicant has satisfied the applicable industry criteria within the business segment. They are then authorized to operate the specific type of business or specialty identified on the license. For an assumed or fictitious name, an official letter from the state that the concern has registered under an assumed or fictitious name (e.g., doing business as - d/b/a).	Rationale – Used to determine if the concern is operating the “trade” of business legally in the state where it is chartered to perform services and the Veteran owner has the appropriate knowledge and skill level to operate in that field. In the case of an assumed or fictitious name, it helps to identify the name (e.g., d/b/a) a concern is operating under.
Approval letters for businesses with Sensitive Compartmented Information Facility (SCIF) or “Vault”	Description - A SCIF or Top Secret facility is a container, room or building where classified material is stored or handled. The security officer oversees access to this facility.	Rationale – Used to determine control. This document is reviewed because the Veteran or person who has majority control of the company is usually listed as the Primary Security Officer or as the alternate for access to these facilities. This is more prevalent in small to mid-size (up to 100 employees) companies.
Resumes of all owners, directors, partners, officers and other key personnel	Description - One to two-page chronological resume listing the current and previous occupation, job description/duties, education, personal identifying information, dates, skills, abilities, and etc.	Rationale – 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 prerequisites, qualifications, and knowledge to operate and manage the type of company as identified.

Document Type	Description	Rationale
For Joint Ventures, <u>applicable Federal Tax Returns</u> based on business type for the last three years for each participant	Description – Use the descriptions in Sections 2.3 or 2.4 for the applicable business types.	Rationale – Use the review guidance in Sections 2.3 or 2.4 for the applicable business types.
K-1	Description - Shows ownership percentages of the applicant	Rationale –Used to determine ownership and any ownership changes
<u>Signature cards</u> authenticated by financial institutions (Banks, Credit Unions, etc.)	Description - Card that a customer signs when opening an account at a financial institution. It identifies the depositor. A corporate signature card bears the names of the firm's officers authorized to sign checks or transfer funds.	Rationale – 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. The Veteran owner of the company should have authority on this. There may be two people with authority but the Veteran owner should be the one with the “unlimited” expressed authority.
On-line banking letter (reserved for on-line banks only (i.e., USAA, Orange, etc.)	Description - Letter from a financial institution identifying the account owner and authorized users.	Rationale – Used to determine control. The letter identifies who within the company has the authority to authorize and make withdrawals and deposits on behalf of the company. The Veteran owner of the company should have authority on this. There may be two people with authority but the Veteran owner should be the one with the “unlimited” expressed authority.
Copies of approximately <u>20 negotiated company checks</u>	Description – Cancelled checks (written and cashed) normally signed by owner or authorized account user. Do not submit blank or voided checks.	Rationale – CVE requests these to determine if the Veteran is authorizing financial obligations on behalf of the company and if not, who within the company does so. In addition, CVE is attempting to identify if the checks are from the company or are being authored from another business. If the applicant uses electronic banking only, a Detailed Letter of Explanation stating this will suffice in lieu of the cancelled checks.
Copies of last 5 <u>contracts and/or proposals</u> to include Bids and purchase orders or work agreements (Cover	Description - Copies of the Cover page and Signature page only of the last 5 contracts and/or proposals, to include bids and purchase orders or work agreements (Cover page and Signature page only) that the applicant has submitted/been awarded.	Rationale - CVE requests these documents to identify if the concern is conducting business and determine that the Veteran owner has the ability to sign documents and make decisions for the concern.

Document Type	Description	Rationale
page and Signature page only).		
Management Information		
Current <u>lease agreements</u> to include supporting payments	Description - The lease agreement is an agreement between a landlord and tenant that sets out the terms under which a tenant may occupy and use a commercial property. It also creates a legal right for the tenant to occupy the property. Other types of agreements are similar. The supporting payments (checks, etc.) document the agreements are in effect.	Rationale – 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 may review 2-3 random months of checks to validate that the Veteran applicant company is actually making payment for the binding services, demonstrating that applicant is not dependent on another firm.
<u>Management and Services agreements</u> to include supporting payments	Description - These agreements are established between the concern and service provider and generally incorporated or attached to an occupancy lease agreement. They define the terms under which a tenant may use a commercial property and its services (communication, mail services, etc.). The supporting payments (checks, etc.) document the agreements are in effect.	Rationale – Enables CVE to verify the business address and that the concern has the legal authority to use the management services.
Voting agreements or documents (i.e., proxies and voting trust agreements)	Description - May be a separate agreement or incorporated into a concern's organizing documents which identifies the percentage of voting rights for decision within a concern's operations.	Rationale –Enables CVE to confirm the Veteran controls at least 51% of the total votes. This can be validated in the minutes of Stockholders or Board of Directors meetings as well as a separate document signed by all owners.
<u>Shareholders Agreement</u> , including all amendments	Description - An employment agreement among the shareholders of a small 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.	Rationale – Enables CVE to determine that the Veteran has authority to make management decisions, and has control over decisions. The Shareholder agreement will identify the controlling shareholder of the corporation, their responsibilities, and their rights as the controlling shareholder . Their rights should authorize them to make prevailing

Document Type	Description	Rationale
		managerial decisions without authorization from other shareholders.
<u>Equity participation or equity plans</u> , restricted stock or ownership interests or options for stock or ownership interest or plans	Description - An employer must prepare an equity plan which complies with the requirements set forth in the Employment Equity Act. The plan must list the positive policies and practices that the employer intends to institute in the next one to three years to correct under-representation of designated group members which has been identified in the workforce analysis.	Rationale – Enables CVE to determine if the Veteran has control of the applicant concern, by identifying equity ownership and authority for the granting of equity.
<u>Joint Venture Agreement</u> and current opportunity on which joint venture is bidding	Description - A written agreement which identifies the nature of the joint venture (JV), capital and resources contributed by each JV, and their rights and responsibilities. The current opportunity is what the JV is bidding on and is one of the underlying reasons for formation	Rationale – Helps CVE determine control of the JV. Veteran applicant must exert majority control of the JV over management decisions and day-to-day operations. Veteran applicant must own a majority of the JV in terms of revenue received from the JV.