

**Do NOT submit any documents BEFORE the HUBZone office requests it.
Otherwise, they will be destroyed.**

Sole Proprietorship

1. Does your firm maintain any other locations in any other state or anywhere else outside the United States? If yes, provide the full address and the number of full-time employees working at these other locations.
2. Provide a copy of the lease/rental agreement or deed for the firm's principal office location.
3. Provide a copy of a recent utility bill (Gas, Electric or Water) for the firm's Principal Office. If your utilities are included with the rent, provide a copy of the most recent telephone bill (do not send cell phone bills).
4. Provide a copy of the following:
 - DBA, Fictitious name or Assumed Name Certificate.
5. Provide a copy of the Federal Business Income Tax Returns for the last 3 years, or Schedule C, including all attachments and schedules, if applicable.
6. Federal Personal Income Tax Return for last most recent year (i.e., 1 year) for all owners, officers, and directors of the firm to ONLY include: First two pages only, along with Schedule C (if filed), Schedule E (if filed), and W2 (if applicable).
7. Provide a copy of the HUBZone maps which you used to verify each of your HUBZone employees' HUBZone residency. Print and provide a copy of one map for each employee. Please write the employee's name, and if necessary, the employee's address at the top of each map. Do not provide one map for more than one employee. Instead, for each and every HUBZone employee and their address, print one map.
8. Provide a copy of the VALID driver's licenses OR voter's registration cards for each of the firm's HUBZone resident employees. Do NOT send Social Security cards.
 - NOTE to above: If the address on a driver's license is a PO Box, firm must provide copy of current lease agreement or current mortgage statement; or current utility bill; or current voter's registration card in name of same individual and located at CURRENT street address.
9. Provide a copy of the firm's most recent official payroll records which shows at a minimum the employee's name, number of hours worked for that pay period, wages, taxes and adjustments, etc.
 - The payrolls should also show the pay period beginning and end dates. Do NOT submit a combined summary of all the pay periods. A separate payroll must be submitted for each pay period.
10. Provide evidence that the applicant firm is at least 51 percent owned and controlled by United States citizens. Citizenship documentation to include a copy of any ONE of the following documents. Do NOT send Social Security cards.
 - Birth certificate,

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- Current valid U.S. Passport, or
- Certificate of Naturalization.

11. Provide a copy of state unemployment tax filings for the most recent quarter.
12. Provide the (a) name, (b) home address, (c) the number of hours worked per week and (d) the work location (jobsite or principal office) for each individual currently employed by the applicant firm.
13. Go to Section C of the application and identify ALL individuals who are board members, officers and stockholders. For instance, who holds the president, vice president, treasurer and secretary positions? Those individuals should be listed in Section C.
14. Indicate if there are any shared employees between the applicant firm and affiliates. If so, provide the name of each shared employee and indicate the number of hours per week each employee performs services for each business.
15. Indicate the number of any employees that perform their work at the primary office and the number of employees that report to the primary office but perform their work at an off-site location or contract site.