

Women-owned business certification checklist



Use this checklist to determine your eligibility and the required documents.

Determine if you're eligible for certification

WSOB requirements:

- Are you a U.S. citizen?
- Is your business at least 51% controlled and owned by women?
- Is your business managed by women on a daily basis?
- Is a woman designated as the highest officer position for your business?
- Does your business qualify as a small business per the SBA standards?

EDWSOB requirements:

- Are you a U.S. citizen?
- Is your business at least 51% controlled and owned by women?
- Is your business's fair market value priced at \$6 million or less?
- Is your personal net worth at or below \$750,000?
- Is your adjusted gross income average stayed at or below \$350,000 in the last three years?

Do you have access to these types of documents?

General information:

- Business history
- Signed sworn affidavit from the owner(s)
- Resumes of all business members
- Power of attorney that proves ownership/management of company
- User agreements
- Business license(s)

Financial structure documents:

- Federal income tax returns
- Profit and loss statement
- Balance sheet
- Lease and loan statements and agreements
- Copy of bank signature authorization card or corporate resolution
- Proof of equity and/or capital investment

Owner eligibility information:

- Evidence of gender for the owner(s)
- Documents that provide proof of U.S. citizenship

Management and personnel information:

- List of all employees and their background information
- Employee payroll
- Employee W2 of 1099 forms
- Agreement forms

Governance information:

- Proof and statement of business structure
- Name documents
- Partnership agreements (if applicable)
- Certificate of incorporation (for corporations)
- List of names and titles of members (if applicable)