



Annual Affidavit Checklist by Business Structure

Supporting Documentation for all Firms (Irregardless of business structure)

- Annual Affidavit Form
- Affidavit of Certification--completed, signed, and notarized and mailed to the certifying agency
- Desired Work Location Sheet
- **Supplier Only:** List of product lines carried, List of distribution equipment owned/leased

Supporting Documentation for Questions on Page 2 of the Annual Affidavit

Please Note: Documents under each Business Type are required if applicable. The Certifying Agency may request additional documentation, as this list is not all inclusive. Please provide all statements to the questions below on Company letterhead.

Supporting Documents by Business Structure

Question 1 - Since your last submission, have there been any changes to the firm's owners/shareholders, officers or board of directors? If you answered 'Yes,' please provide the following:			
Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
<p style="text-align: center;">Resume(s), purchase agreement or stock purchase agreement, proof of contribution, amended Articles of Incorporation, amended by-laws , stock certificates (both sides), stock ledger, shareholders agreement , meeting minutes</p> <p style="text-align: center;">If Applicable</p> <p>New owner(s) claiming disadvantaged status should provide: PNW Statment, three (3) consecutive years of personal tax returns</p>	<p style="text-align: center;">Resume(s), purchase agreement, proof of contribution, amended Certificate of Organization, amended operating agreement , membership cerificate(s), meeting minutes</p> <p style="text-align: center;">If Applicable</p> <p>New owner(s) claiming disadvantaged status should provide: PNW Statment, three (3) consecutive years of personal tax returns</p>	<p style="text-align: center;">Resume(s), proof of contribution, amended partnership/joint venture agreement</p> <p style="text-align: center;">If Applicable</p> <p>New owner(s) claiming disadvantaged status should provide: PNW Statment, three (3) consecutive years of personal tax returns</p>	<p style="text-align: center;">Resume(s), proof of contribution, amended fictitious name registration</p> <p style="text-align: center;">If Applicable</p> <p>New owner(s) claiming disadvantaged status should provide: PNW Statment, three (3) consecutive years of personal tax returns</p>

Supporting Documents by Business Structure cont.

Question 2 -

Do any of the firm's current owners/shareholders, officers or board of directors perform a management/supervisory function or have ownership in any other firms(s)?

If you answered 'Yes,' please provide the following:

Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
Owners/Shareholders, Officers and/or Directors names involvement in affiliate or other firm(s), percentage of their ownership and title held, duties of each individual, firm's name, types of work the firm performs, three (3) consecutive years of federal business tax returns for firms which ownership is held			

Question 3 -

Since your last submission, have there been any changes to the disadvantaged owner(s) responsibilities within the firm?

If you answered 'Yes,' please provide the following

Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
Provide what responsibilities have changed for the disadvantaged owner(s) and who is now responsible			

Question 4 -

Since your last submission, have you or any owners/shareholders sold or transferred any interest in the business?

If you answered 'Yes,' please provide the following

Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
Current copy of cancelled stock certificate(s), stock ledger(s), proof of purchase (for those claiming disadvantaged status), meeting minute(s), buy/sell or purchase agreement(s)		Amended partnership/joint venture agreement, proof of purchase (for those claiming disadvantaged status)	Buy or sell purchase agreement, proof of purchase (for those claiming disadvantaged status)

Supporting Documents by Business Structure cont.

Question 5 -

Since your last submission, has the disadvantaged owner(s) aquired any new real estate?

If you answered 'Yes,' please provide the following

Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
<p>Personal Net Worth (PNW) Statement - completed, signed, dated, notarized and physically mailed in to the certifying agency. This form is located under Important Links, Download Certification Forms on the home page of PAUCP.com.</p> <p style="margin: 10px 0;">AND</p> <p>New real estate address, present market value, mortgage information, and date aquired</p>			

Question 6 -

Since your last submission, have there been any changes to the PNW of the disadvantaged owner(s)?

If you answered 'Yes,' please provide the following

Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
<p>Personal Net Worth (PNW) Statement - completed, signed, dated, notarized and physically mailed in to the certifying agency. This form is located under Important Links, Download Certification Forms on the home page of PAUCP.com.</p>			

Supporting Documents by Business Structure cont.

Question 7 -

Is the PNW of the disadvantaged owner(s) equal to or less than \$1,320,000?

If you answered 'No,' please provide the following

Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
Personal Net Worth (PNW) Statement - completed, signed, dated, notarized and physically mailed in to the certifying agency. This form is located under Important Links, Download Certification Forms on the home page of PAUCP.com.			
AND			
Three (3) consecutive years of federal personal tax returns			

Question 8 -

Since your last submission, have there been any contributions or transfers of assets to/from your firm and to/from any of its owners?

If you answered 'Yes,' please provide the following

Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
List of transferred assets, amount of assets transferred, assets to and from and date(s) transferred			

Supporting Documents by Business Structure cont.

Question 9 - Tucking Firms Only

Since your last submission, has your firm begun to work in any new areas and/or provided new services or supplies?

If you answered 'Yes,' please provide the following

Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
Insurance Agreement(s), titles/registration card(s) for each truck owned or operated, list of all DOT #'s for each truck			

Question 10 -

Since your last submission, has your firm begun to work in any new areas and/or provided new services or supplies?

If you answered 'Yes,' please provide the following

Corporations	Limited Liability Company (LLC/LLP)	Partnership and Joint Venture	Sole Proprietor
NAICS Code Modification Form - completed, signed, dated and submit. This form is located under Important Links, Download Certification Forms on the home page of PAUCP.com.			