

**Wisconsin Supplier Diversity Program**  
**Document Checklist - Minority-Owned Business Enterprise (MBE)**

*Place an X in the box next to each Document Type uploaded into your business account on wisdp.wi.gov.*

<b>MBE</b>
X

<b>1</b>	<b>No Fee for MBE Certification.</b>
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<b>2</b>	<b>EVIDENCE OF MINORITY STATUS - Wis. Admin. Code §§ 84.02(29) and 84.04</b>
	<i>Must be documented by 1 or more of the following, for <u>each</u> minority owner:</i>
	Birth Certificate
	Native American Tribal Registration
	Naturalization or Permanent Residence Certificate
	Birth Certificate of Blood Parent or Grandparent
	Other Evidence of Minority Status (if none of the above are available). - Driver's License, Passport, or State-Issued ID - Other Records which Document Ethnicity or Racial Heritage

<b>3</b>	<b>DOCUMENTATION OF 51% OWNERSHIP BY MINORITY OWNER(S) - Wis. Admin. Code § Adm 84.06</b>
	<b><i>Minimum Documentation Required:</i></b>
	3 Years of Business Tax Forms: Upload Signature Page or Form 8879 <b>AND</b> the Tax schedules/forms listed below.
	<i>1040/1040A: Schedule C and Schedule E (if available)</i>
	<i>1120: Schedule G and Form 1125E (if available)</i>
	<i>1120S: Schedule K-1, Schedule G-1, and Form 1125E (if available)</i>
	<i>1065: Schedule K-1, Schedule B-1, and Form 1125 (if available)</i>
	Buy-Out or Purchase Agreement(s), if applicable
	Articles of Incorporation, if applicable
	Corporate By-Laws, if applicable
	Partnership Agreement, if applicable
	Financial Agreements
	Stock Certificates or Stock Affirmation Forms, if applicable
	<b><i>Additional Documentation <u>may</u> be required:</i></b>
	Salary and Profit-Sharing Records
	Corporate-Borrowing Resolution ( <i>corporations</i> )
	Canceled check(s) used to purchase ownership ( <i>sole proprietorships</i> )
	Current Business Financial Statements (Profit & Loss or Balance Sheet)
	Business Licenses
	Minutes of Corporate Meetings
	Joint Venture Agreement (Must be signed by all of the joint venturers and must include the information provided in Wis. Admin. Code § Adm 83.25(e)1.-2.)

## MBE Document Checklist - Page 2

<b>4</b>	<b>DOCUMENTATION OF 51% CONTROL BY MINORITY OWNER(S) - Wis. Admin. Code § Adm 84.08</b>	
	<b>Documents required if exist.</b>	
	Documentation of Control of Bank Accounts (Ex: Signature Card, Business Debit/Credit Card, Bank Statement)	
	<b>All Business Agreements are required.</b>	
	Operating Agreements	
	Signed Bids and Contracts	
	Signed Loans	
	Signed Hiring Decisions	
Resumes		

<b>5</b>	<b>DOCUMENTATION OF ACTIVE MANAGEMENT BY MINORITY OWNER &amp; USEFUL BUSINESS FUNCTION</b>	
	<b>Wis. Admin. Code § Adm 84.10 &amp; 84.12</b>	
	<b>Documents required if exist.</b>	
	Signed Invoices, Contracts, and Purchase Orders (at least three suppliers), required	
	Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available)	
	Business Equipment Inventory/List	
	Leases	
	Employee Contracts	
Loans		
Payroll Records		

<b>6</b>	<b>OUT-OF-STATE BUSINESSES - Businesses whose headquarters is not in the State of Wisconsin.</b>	
	<b>Wis. Admin. Code §§ Adm 84.22, &amp; 84.23</b>	
	Home State Certification (letter of certification or most recent certificate). Please contact Supplier Diversity if not certified in home state.	
Business Registration in Home State		

<b>7</b>	<b>UPLOAD THIS DOCUMENT CHECKLIST INTO YOUR BUSINESS ACCOUNT ON <a href="http://wisdp.wi.gov">wisdp.wi.gov</a></b>
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*Please email [WisdpWebApplication@wi.gov](mailto:WisdpWebApplication@wi.gov) to discuss missing documents.*

**Wisconsin Supplier Diversity Program**

**Document Checklist - Woman-Owned Business Enterprise (WBE)**

*Place an X in the box next to each Document Type uploaded into your business account on wisdp.wi.gov.*

<b>1</b>	<b>\$150 FEE</b> (Mail to Dept of Administration, P.O. Box 7890, Madison, WI 53707-7970. Electronic payment unavailable.)	<b>WBE</b>
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<b>2</b>	<b>DOCUMENTATION OF GENDER - Wis. Admin. Code § Adm 83.22</b>	
	Must provide at least one of the following, for each woman owner:	
	Birth Certificate	
	Passport	
	State Issued ID or Driver's License	

<b>3</b>	<b>DOCUMENTATION OF 51% OWNERSHIP BY WOMAN OWNER: Wis. Admin. Code § Adm 83.25</b>	
	<i>Minimum Documentation Required:</i>	
	3 Years of Business Tax Forms: Upload Signature Page or Form 8879 <b>AND</b> the Tax schedules/forms listed below.	
	<i>1040/1040A: Schedule C and Schedule E (if available)</i>	
	<i>1120: Schedule G and Form 1125E (if available)</i>	
	<i>1120S: Schedule K-1, Schedule G-1, and Form 1125E (if available)</i>	
	<i>1065: Schedule K-1, Schedule B-1, and Form 1125 (if available)</i>	
	Buy-Out or Purchase Agreement(s), if applicable	
	Articles of Incorporation, if applicable	
	Corporate By-Laws, if applicable	
	Partnership Agreement, if applicable	
	Stock Certificates or Stock Affirmation Forms, if applicable	
	Operating Agreements	
	Stock Certificates or Stock Affirmation Forms, if applicable	
	<i>Additional Documentation <u>may</u> be required:</i>	
	Salary and Profit-Sharing Records	
	Corporate-Borrowing Resolution ( <i>corporations</i> )	
	Canceled check(s) used to purchase ownership ( <i>sole proprietorships</i> )	
	Current Business Financial Statements (Profit & Loss or Balance Sheet)	
	Business Licenses	
Minutes of Corporate Meetings		
Joint Venture Agreement (Must be signed by all of the joint venturers and must include the information provided in Wis. Admin. Code § Adm 83.25(e)1.-2.)		

## WBE Document Checklist - Page 2

<b>4</b>	<b>DOCUMENTATION OF CONTROL BY WOMAN OWNER - Wis. Admin. Code § Adm 83.29</b>	
	<b>ALL Documents REQUIRED.</b>	
	Documentation of Control of Bank Accounts (Ex: Signature Card, Business Debit/Credit Card, Bank Statement)	
	All Business Agreements	
	Operating Agreements	
	Signed Bids and Contracts	
	Signed Loans	
	Signed Hiring Decisions	
Resumes		

<b>5</b>	<b>DOCUMENTATION OF ACTIVE MANAGEMENT BY WOMAN OWNER &amp; USEFUL BUSINESS FUNCTION</b>	
	<b>Wis. Admin. Code §§ Adm 83.33 &amp; 83.37</b>	
	<b>Documents required if exist.</b>	
	Signed Invoices, Contracts, and Purchase Orders (at least three suppliers), required	
	Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available)	
	Business Equipment Inventory/List	
	Leases	
	Employee Contracts	
Loans		
Payroll Records		

<b>6</b>	<b>OUT-OF-STATE BUSINESSES - Businesses whose headquarters is not in the State of Wisconsin.</b>	
	<b>Wis. Admin. Code §§ Adm 83.92 &amp; 83.94</b>	
	Documentation of at least one customer located in Wisconsin - Wis. Stat. § 16.285(1)(a)(2)	
	Home State Certification (letter of certification or most recent certificate)	
Business Registration in Home State		

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**Wisconsin Supplier Diversity Program**

**Document Checklist - Service-Disabled Veteran-Owned Business (DVB)**

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		DVB
<b>1</b>	<b>\$150 FEE</b> (Mail to Dept of Administration, P.O. Box 7890, Madison, WI 53707-7970. Electronic payment unavailable.)	
<b>2</b>	<b>EVIDENCE OF DISABLED VETERAN STATUS - Wis. Stat. § 16.283(1)(b)</b> Must provide <u>each</u> of the following, for each disabled veteran owner:	
	Evidence of Wisconsin Residency (Usually WI Driver's License or WI Issued ID)	
	US Dept of Defense Form DD 214 (Certificate of Release or Discharge from Active Duty)	
	Service connected disability rating of at least 0% from Dept of Veterans Affairs or Armed Services branch	
<b>3</b>	<b>DOCUMENTATION OF 51% OWNERSHIP BY DISABLED VETERAN - Wis. Admin. Code § Adm 82.25</b>	
	<i>Minimum Documentation Required:</i>	
	3 Years of Business Tax Forms: Upload Signature Page or Form 8879 <b>AND</b> the Tax schedules/forms listed below.	
	1040/1040A: Schedule C and Schedule E (if available)	
	1120: Schedule G and Form 1125E (if available)	
	1120S: Schedule K-1, Schedule G-1, and Form 1125E (if available)	
	1065: Schedule K-1, Schedule B-1, and Form 1125 (if available)	
	Buy-Out or Purchase Agreement(s), if applicable	
	Articles of Incorporation, if applicable	
	Corporate By-Laws, if applicable	
	Partnership Agreement, if applicable	
	Financial Agreements	
	Stock Certificates or Stock Affirmation Forms, if applicable	
	<i>Additional Documentation <u>may</u> be required:</i>	
	Salary and Profit-Sharing Records	
	Corporate-Borrowing Resolution (corporations)	
	Canceled check(s) used to purchase ownership (sole proprietorships)	
	Current Business Financial Statements (Profit & Loss or Balance Sheet)	
	Business Licenses	
	Minutes of Corporate Meetings	
	Joint Venture Agreement (Must be signed by all of the joint venturers and must include the information provided in Wis. Admin. Code § Adm 83.25(e)1.-2.)	

## DVB Document Checklist - Page 2

<b>4</b>	<b>DOCUMENTATION OF CONTROL BY DISABLED VETERAN OWNER(S) - Wis. Admin. Code § Adm 82.29</b>
	<b>Documents required if exist.</b>
	Documentation of Control of Bank Accounts (Ex: Signature Card, Business Debit/Credit Card, Bank Statement)
	<b>All Business Agreements are required.</b>
	Operating Agreements
	Signed Bids and Contracts
	Signed Loans
	Signed Hiring Decisions
	Resumes

<b>5</b>	<b>DOCUMENTATION OF ACTIVE MANAGEMENT BY DISABLED VETERAN OWNER &amp; USEFUL BUSINESS FUNCTION</b> <b>Wis. Admin. Code §§ Adm 82.33 &amp; 82.37</b>
	<b>Documents required if exist.</b>
	Signed Invoices, Contracts, and Purchase Orders (at least three suppliers), required
	Managing authority (organizational chart, list of staff under owner's direct supervision or position description, if available)
	Business Equipment Inventory/List
	Leases
	Employee Contracts
	Loans
	Payroll Records

<b>6</b>	<b>DISABLED VETERAN-OWNED BUSINESSES - Must Be Headquartered in Wisconsin.</b> <b>No out-of-state DVBs can be DVB certified in Wisconsin. - Wis. Stats. 16.283(3)(b)1m.c.</b>	
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<b>7</b>	<b>UPLOAD THIS DOCUMENT CHECKLIST INTO YOUR BUSINESS ACCOUNT ON <a href="http://wisdp.wi.gov" style="color: white;">wisdp.wi.gov</a></b>	
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