



Supplier Diversity Initiative

SUPPORTING DOCUMENTS CHECKLIST

New Businesses Seeking Certification

Step 1: NGLCC Informational Documents

- ☐ Proof of membership of NGLCC Affiliate Chamber (i.e. your local/nearest LGBTQ chamber)

Step 2: LGBTQ Status Documents of Business / Enterprise Owner(s)

- ☐ Proof of U.S. citizenship or Permanent Resident status:

- Passport (Valid)
- Birth certificate
- Green card

- ☐ LGBTQ Status:

Our supplier diversity corporate partners have made a commitment to buying back from the LGBTQ community. We ask for status qualifiers to establish LGBTQ identity in a fair and transparent way, and to demonstrate to our stakeholders that we are working on behalf of actual LGBT business owners. If you have any questions or concerns, please do not hesitate to contact supplierdiversity@nglcc.org.

- ☐ Letter from NGLCC Affiliate Chamber verifying LGBTQ status, signed by organization leader or board member.
OR
- ☐ Demonstrated history of membership in the LGBTQ community or of being in a same-sex relationship, partnership or marriage

Step 3: Business / Enterprise Documents

Based on your particular business structure, please submit all of the documents under the relevant structure.

C-CORPORATION

- ☐ Brief history of business (startups submit brief business plan)
- ☐ Form 1120 Schedule G **OR** 1120s Schedule K-1
- ☐ Certificate of incorporation



- ☐ Articles of Incorporation
- ☐ Corporate Bylaws

Required for Multi-owners

- ☐ Minutes of first board meeting establishing current ownership (proprietary information may be redacted)
- ☐ Minutes from most recent meeting of shareholders (proprietary information may be redacted)
- ☐ Minutes from most recent meeting of the Board (proprietary information may be redacted)
- ☐ Corporate bylaws
- ☐ Copies of stock certificates (both sides) or proof of stock purchase or equity agreement by LGBTQ owner(s) and/or current stock transfer ledger

S-CORPORATION

- ☐ Brief history of business (startups submit brief business plan)
- ☐ Form 1120 Schedule G **OR** 1120s Schedule K-1
- ☐ Certificate of incorporation
- ☐ Articles of Incorporation
- ☐ Corporate Bylaws

Required for Multi-owners

- ☐ Minutes of first board meeting establishing current ownership (proprietary information may be redacted)
- ☐ Minutes from most recent meeting of shareholders (proprietary information may be redacted)
- ☐ Minutes from most recent meeting of the Board (proprietary information may be redacted)
- ☐ Corporate bylaws
- ☐ Copies of stock certificates (both sides) or proof of stock purchase or equity agreement by LGBT owner(s) and/or current stock transfer ledger

LLC Single Member

- ☐ Brief history of business (startups submit brief business plan)
- ☐ Articles of organization
- ☐ Certificate of organization (for businesses in states which issue certificates)
- ☐ LLC regulations/operating agreement (multi-owners)
- ☐ Form 1040 Schedule C **OR** 1120s Schedule K-1

LLC Multi-Member

- ☐ Brief history of business (startups submit brief business plan)
- ☐ Articles of organization
- ☐ Certificate of organization (for businesses in states which issue certificates)
- ☐ LLC regulations/operating agreement
- ☐ Form 1065 K-1 **OR** Form 1120s Schedule K-1



PARTNERSHIP

- ☐ Brief history of business (startups submit brief business plan)
- ☐ Partnership agreements
- ☐ Proof of capital investment by LGBTQ partners
- ☐ Limited partnership agreements
- ☐ Profit sharing agreements
- ☐ Form 1065 K-1 **OR** Form 1120s Schedule K-1

SOLE PROPRIETOR

- ☐ Brief history of business (startups submit brief business plan)
- ☐ Resume of LGBTQ owner
- ☐ Form 1040 Schedule C
- ☐ Applicable operating business license and/or permits
- ☐ Assumed name documents (if applicable)



APPENDIX A. *The following are documents that you may submit to enhance the application in the event that one or more of the above documents cannot be provided. Please be advised that the National Certification Committee reserves the right to request the below documents following initial review if LGBTQ ownership is not adequately established:*

- ☐ Applicable operating business license and/or permits
- ☐ Previous year financial statement (profit & loss statement and balance sheet; startups provide opening balance sheet)
- ☐ Signed and complete previous year federal tax return form where business income is reported
- ☐ List of employees, including name, full/part time status, and length of service
- ☐ Most recent itemized payroll
- ☐ Contract or work history for the past three years (include contact name, and type of work performed or type of contract received)
- ☐ Third party agreements such as:
 - ☐ Management agreements
 - ☐ Real estate lease agreements
 - ☐ Service agreements
 - ☐ Affiliate/subsidiary agreements
- ☐ Equipment rental and purchase agreements
 - ☐ Proof of bonding capacity
 - ☐ Certificate from the secretary certifying the names of all current members of the board of directors
- ☐ Voting agreements and other equity interests including stock options, warrants, buy/sell agreements, and right of first refusal
 - ☐ Proof of authority to do business in all states where authority has been granted
- ☐ Schedule of advances made to corporation for the preceding three years