



DISADVANTAGED BUSINESS ENTERPRISE PROGRAM  
ANNUAL UPDATE SUBMISSION

**DBE ANNUAL UPDATE SUPPORTING DOCUMENTS CHECKLIST**

In order to complete your submission for DBE Annual Update, you must attach copies of all of the following documents as they apply to you and your firm.

PLEASE PROVIDE DOCUMENTATION RELATIVE TO **CHANGES AND ADDITIONS** SINCE MOST RECENT CERTIFICATION OR ANNUAL UPDATE. IF ANY PIECE OF DOCUMENTATION BELOW HAS NOT CHANGED SINCE MOST RECENT CERTIFICATION OR ANNUAL UPDATE, PLEASE **DO NOT** RESUBMIT.

**All Applicants**

- Work experience resumes (that include places of ownership/employment with corresponding dates), for all owners and officers of your firm
- Personal Financial Statement & Affidavit of Personal Net Worth (**UPON REQUEST**)
- Personal federal tax return and all referenced schedules, forms and attachments for the previous year for each owner claiming disadvantaged status
- Corporate federal tax return and all referenced schedules, forms and attachments for the previous year
- Documented proof of contributions used to acquire ownership for each new owner (*e.g. both sides of cancelled checks*); documented proof of contributions made since most recent certification or annual update
- Your firm's signed loan agreements, security agreements, and bonding
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- List of equipment leased and signed lease agreements
- List of construction equipment and/or vehicles owned and titles/proof of ownership
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners
- Corporate balance sheets and income statements for the past year-end and within the last three (3) months (**UPON REQUEST**)
- All relevant licenses, license renewal forms, permits, and haul authority forms
- DBE and SBA 8(a) or SDB certifications, denials, and/or decertifications, if applicable
- Schedule of salaries (or other compensation or remuneration) paid to all officers, managers, owners, and/or directors of the firm
- Trust agreements held by any owner claiming disadvantaged status, if any
- Proof of authorization to do business from the Louisiana Secretary of State

**Partnership or Joint Venture**

- Amended Partnership or Joint Venture Agreements

**Corporation or LLC**

- Official Articles of Incorporation (*signed by the state official*), if name of company changed
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Amendments to Shareholders' Agreement
- Minutes of all stockholders and board of directors meetings
- Amendments to by-laws
- Changes to corporate bank resolution and bank signature cards
- Amendments to Official Certificate of Formation and Operating Agreement (for LLCs)

**Trucking Company**

- Insurance agreements for each truck owned or operated by your firm
- Title(s) and registration certificate(s) for each truck owned or operated by your firm
- List of U.S. DOT numbers for each truck owned or operated by your firm\

**Regular Dealer**

- Any changes to warehouse ownership or lease
- Document any change to product lines carried
- Any change to list of distribution equipment owned and/or leased