



MBE Workshop

Minority Business Enterprise Certification

December 18, 2024, from 1 p.m. to 3 p.m.
J.P. Carr Community Center
981 Taylor Street, Conyers, GA, 30012.

Rockdale County Finance Department, Equal Business Opportunity Division, would like to invite you to attend the Minority Business Enterprise (MBE) Kickstart workshop on December 18, 2024, from 1 p.m. to 3 p.m. at J.P. Carr Community Center, 981 Taylor Street, Conyers, GA, 30012. This workshop will assist in becoming MBE certified with the Georgia Minority Supplier Development Council (GMSDC), an affiliate council of the National Minority Supplier Development Council (NMSDC).

The MBE Kickstart workshop will assist suppliers with the certification application process step-by-step, including a comprehensive review of the application while learning the benefits of being a certified MBE. The first step is for you to review the document outline (attached) to ensure that you have the required documentation prior to the workshop. Included is an outline below of what you will need prior to the workshop, in addition to what is required for the workshop to ensure that you will be able to submit your application. Should you have any questions prior to the workshop, you may contact Sonji Franklin at sfranklin@gmsdc.org.

Pre-Workshop

- Review Document Outline (attached)
- Register a Username and Password online (Get Certified | Georgia Minority Supplier Development Council (gmsdc.org))
- Upload documentation to your desktop in a file
- Download copies of your Certificate of Organization or Certificate of Corporation from GA Secretary of State online at ga.gov
- If using a DBA-check with your local county business office to register a trade name or fictitious business statement
- If business was formed in a state outside of GA, you must file a Certificate of Foreign Entity with GA Secretary of State ([How to Guide: Register a Foreign Entity | Georgia Secretary of State \(ga.gov\)](#))
- Copy of Federal EIN #-Request EIN Verification Letter 147C -Call IRS (800-829-4933)

Workshop

- Bring your laptop.
- Documents must be saved on desktop or file (birth certificates, drivers licenses must be saved for each shareholder or partner)

Space is limited!

RSVP by Dec. 16, 2024 to
Stacey Lewis
770-278-7543
Stacey.lewis@rockdalecountyga.gov

GMSDC MBE Certification Checklist DOCUMENTATION ATTACHMENTS – Please include appropriate documentation with the application and please indicate which documents are attached. The documentation required for certification is listed below, but is not limited to:

ALL BUSINESSES ARE REQUIRED TO SUBMIT:

- Fictitious Business Statement - DBA (if applicable)
- Proof of U.S. Citizenship (passport, copy of original birth certificate, driver's license and voters registration card, naturalization certificate)
- Proof of Ethnicity for Owner(s), Partners, Shareholders (passport, copy of original birth certificate-long form, parents birth/death certificate)
- Two Years of Federal Tax Returns (Business)*¹ Note: If the previous year's federal income tax returns (including all schedules) are not filed at the time of your application submission, a certified copy of your financial statements (balance sheet, profit & loss, and income statement) for the previous tax year must be submitted and an executed federal filing extension form. All tax returns must be signed by the principal. **NOTE:** If the business is less than 1 year, each shareholder/partner/owner will be required to submit 2 years of personal tax returns.
- Current Financial Statements (P&L, statement of cash flows, balance sheet) must be prepared in GAAP Standard. All financial documents must be signed by principal.
- Notes Payable (if any)
- Applicable Operating Business License and/or permits
- Lease Agreement for business office.(must be current)
- Signature page of homeowner's deed or mortgage receipt (only if home based)
- Current Resume, LinkedIn Profile or Bio, of owner(s), partners, or shareholders (to include current enterprise, education and the definition of role within)
- Equipment Rental and Purchase Agreements (if applicable)
- Proof of Federal EIN # (Letter from IRS)
- Current invoice receivables with proof of payment (at least two)
- Equipment owned or available (include description of equipment, year acquired, and current value)
- Proof of Bonding Capacity (if applicable)
- Bank Signature Card (or letter from bank identifying signatures on the account and type of account)
- Trust Agreement (if applicable)
- Non-refundable processing fee
- Indian/Native Americans Blood Degree Certification (tribal registry, etc.)
- Declaration of Certification of Minority Status (Must be Signed and Notarized)

FRANCHISES SUBMIT:

- Franchise Agreement

PARTNERSHIPS SUBMIT:

- Partnership Agreements
- Buy Out Rights
- Profit Sharing
- Proof of Capital Investment (i.e. both side of cancelled checks, equipment receipts, initial deposits, bank statements)
- Third-party agreements: management service agreements
- Certificate of Authority to Transact Business (if applicable)
- Certificate of limited partnership or certificate of formation
- General/Limited Partnership corporate documents (see LLCs/Corporations must submit) if applicable

LLCs SUBMIT:

- Assumed Name Certificate (filed with the Secretary of State) - if applicable
- Certificate of organization
- Articles of Organization or Certificate of Formation (stamped copy from the Secretary of State)
- Articles of Amendment or Certificate of amendment if applicable
- Operating Agreement
- Proof of Capital Investment (i.e. both side of cancelled checks, equipment receipts, initial deposits, bank statements)
- Minutes of the organizational meeting or minutes of the meeting
- Minutes of the last meeting where members were identified and elected
- Copy of both sides of all certificates of ownership issued (no specimen) plus the next consecutive certificate not issued
- Copy of ownership transfer ledger or copy of membership transfer ledger
- Copy of any membership unit options or other ownership options outstanding as well as agreements which restrict ownership or control of minority owners
- Proof of unit purchase (i.e. both sides of cancelled checks, deposit slips, bank statements)
- Certificate of Authority to Transact Business – Foreign Entity Certificate (if applicable)

CORPORATIONS SUBMIT:

- Assumed Name Certificate (filed with the Secretary of State) - if applicable
- Certificate of Corporation
- Article of Incorporation or Certificate of formation (stamped copy from the Secretary of State)
- Articles of Amendment or Certificate of Amendment – if applicable
- Proof of Capital Investment (i.e. both side of cancelled checks, equipment receipts, initial deposits, bank statements)
- Minutes of 1st Organizational Board Meeting
- Minutes of the last Board meeting
- Minutes of the last meeting where officers were elected
- Copies of both sides of all stock certificates issued as well as the next consecutive certificate not issued
- Current Stock Ledger
- Proof of Stock purchase (i.e. both sides of cancelled checks, deposit slips, bank statements)
- Copy of any stock options or other ownership options outstanding as well as agreements which restrict ownership or control of minority owners
- Certificate of Authority to Transact Business (if applicable)

***1Personal taxes if in business less than 1 year or if you do not file business tax returns.**

***2Financial statements must be prepared according to GAAP standards (Generally Accepted Accounting Principles) and signed by the President.**

