



STATE OF CALIFORNIA SB CERTIFICATION SUPPORTING DOCUMENT REQUIREMENTS

General Documents

- EIN Letter
- Federal (Not State) tax returns for the company for the last three tax years
 - If company has less than three-year's operational history, provide the company's tax returns for the years that the company has been operational. For example, if you started your business this year, you would not have any tax returns to provide...this is ok.
 - If the company is a Sole Proprietor, provide all pages of the personal tax returns for the operational history up to three years for the firm.
 - If extensions have been filed, provide the extension request.
 - Be sure to actually sign the signature page of the tax return; this is typically the 1st or 2nd page.
- If you have W2 employees, you will need to provide the DE9 records for the last 4 quarters.

Legal Entity Documents

SOLE PROP/PARTNERSHIP	LLC	CORPORATION
<input type="checkbox"/> Fictitious Business Name Statement	<input type="checkbox"/> Articles of Organization	<input type="checkbox"/> Articles of Incorporation
<input type="checkbox"/> Partnership Agreement	<input type="checkbox"/> Statement of Information	<input type="checkbox"/> Statement of Information
	<input type="checkbox"/> Operating Agreement	

If you have questions regarding any of the documents, please feel free to email Cheryl Brown at cbrown@miracosta.edu.