



# MSP ASCEND

## SUPPORTING DOCUMENT CHECKLIST

***We strongly recommend gathering these documents prior to applying online. The online application will request upload of documents in many sections of the application. When you are ready to apply, visit: <https://tinyurl.com/MSPAscendApplication>***

### **A. Company Information**

- Company Operating Agreement (original and amendments; if applicable)
- Shareholder agreements, minutes of stockholder meetings, by-laws, amendments (if applicable)
- Copy of stock certificate or signed document of ownership share breakdown (if applicable)

### **B. Ownership Information**

- Resume of each owner
- Personal Net Worth (PNW) Statements for each owner (<https://tinyurl.com/AscendPNW>)
- Personal tax records from each owner for the last 3 years
- Proof of owner contributions to acquire the company
- Any documents showing transfer of assets to and from previous or current owners, etc. (if applicable)
- Copies of loans used to start your company, including reason or the loan, payment history, and payment schedule (if applicable)

### **C. Business Financial Information**

- Company tax returns for the last 5 years showing gross revenue
  - Gross Revenues to date for current year

### **D. Employees and Contracted Employees**

- List of employees showing names, titles, pay rate, part-time or full-time

### **E. Specialized Business and/or Individually-Held Licenses, Certifications, etc.**

- Copies of specialized licenses, certifications, or permits for your business or held by an employee of your company, if applicable.

### **F. Equipment**

- List of equipment (major equipment and any tools); pictures may also be provided.

### **H. Declaration of Eligibility**

- a. Signed MSP ASCEND Declaration of Eligibility (DOE) forms from each owner (this form can be found here: <https://tinyurl.com/AscendDOE>)

If you have any questions, please reach out to [SmallBusiness@mspmac.org](mailto:SmallBusiness@mspmac.org).