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

A.	Co	mpany Information
		Official Certificate and Articles of Formation/Incorporation/Organization
		Company Operating Agreement (original and amendments; if applicable)
		Shareholder agreements, minutes of stockholder meetings, by-laws, amendments (if applicable)
		Proof of Business Insurance (Liability and Property coverage)
		Copy of stock certificate or signed document of ownership share breakdown (if applicable)
В.	Ov	wnership 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)
C.	Bu	siness Financial Information
		Company tax returns for the last 5 years showing gross revenue
		$\square$ Gross Revenues to date for current year
		Copies of loans taken out in the company, including reason or the loan, payment history, and payment schedule (if applicable)
		Bank Signatory Cards/Authorization letters showing all who are authorized to transact on the business bank
		accounts
		Any signed security agreements and/or bonding agreements (if applicable)
D.	En	nployees and Contracted Employees
		List of employees showing names, titles, pay rate, part-time or full-time
E.	Sp	ecialized 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
F.	Re	al Estate
		Copies of office leases, warehouse, and storage leases
		If you work from home, proof of home ownership (lease agreement or proof of purchase)
G.	Vehicles and Equipment	
		List of equipment (major equipment and any tools), showing proof of purchase/ownership and any copies of lease agreements if applicable
		List of company vehicles including proof of purchase/ownership, DOT#s, Titles, Make/Model/Year, loan agreements, and vehicle insurance
		Photographs of equipment
		Photographs of company vehicles
l.	De	eclaration of Eligibility
		Signed MSP ASCEND Declaration of Eligibility (DOE) forms from each owner (this form can be found here:

https://tinyurl.com/AscendDOE