**Checklist Sole Proprietorship**

1. Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Business Category:

3. Verification of EIN#. (Must have EIN# in TSHS system to communicate w/CMBL)

4. Confirm (identify at least 2, except if IRS Letter is provided, nothing else is needed):

* + IRS Letter (if this document is available, this is only document needed)
  + Tax documents
  + Tax quarterly reports
  + Bank signature card

5. Is the business primarily based in Texas?

* Do the tax documents identify the Texas address?

6. Proof of US citizenship/ethnicity for the eligible applicant:

* Birth certificate or
* Passport

7. Official photo ID:

* Tx Driver License or
* U.S. Citizenship
  + Immigration Service Certificate of (CITIZ) or
  + Tribal Required ID recognize by Bureau of Indian Affairs (Native American only)

8. Tx Residency for eligible applicant:

* + May be in form of valid Tx. Dr. License
  + Texas ID or
  + Tx County Appraisal District's Property Homestead

9. Schedule (C) 1040 Profit and Loss

10. Assumed Name Certificate must verify un-incorporated business registration with the county

11. Current bank signature card or signed letter from business banking institution to include:

* Business full name
* Bank account number and
* Authorized signature on bank account

12. Current professional licenses and permits if needed

13. Current signed business site lease agreement including:

* amendments and
* renewals
* (if not the property owner without formal written lease agreement, provide a copy of the most current county tax appraisal for the property)