



# Historically Underutilized Business (HUB) Certification Application Training

Presented by:  
Statewide HUB Program

# HUB Certification Presentation Overview



WELCOME!



HUB  
ELIGIBILITY  
REQUIREMENTS



CERTIFICATION  
APPLICATION PORTAL  
WALK-THROUGH



APPLICATION  
BEST PRACTICES



QUESTIONS AND  
ANSWERS



# HUB ELIGIBILITY REQUIREMENTS

# HUB Certification Qualifications

The disparate ownership groups in the state's procurement are identified as:

- ✓ **Asian American**
- ✓ **Black American**
- ✓ **Hispanic American**
- ✓ **Native American**
- ✓ **American Woman**
- ✓ **Service-disabled Veteran** as defined by 38 U.S.C. §101(2) with at least a 20% service disability as defined by 38 U.S.C. §101(16)

*\*See Definitions in 34 TAC 20.282*

# HUB Certification Qualifications

## Owner(s) must also:

- ✓ Be a **U.S. citizen** (except qualified service-disabled veteran)
- ✓ Be **resident(s) of Texas** for at least **one year**
- ✓ Maintain **active** participation in **control**, operations and management entities

## Applicant business must:

- ✓ Be at least **51% owned** by a minority, woman or service-disabled veteran (with at least a 20% service disability).
- ✓ Business must be **primarily based in Texas**
- ✓ Meet Small Business Administration (**SBA**) **size standards**.  
(<https://www.sba.gov/document/support-table-size-standards>)

# Statewide HUB Certification Benefits

- ✓ **FREE** application process includes specific qualifications
- ✓ **FREE** four-year certification
- ✓ **FREE** HUB directory listing
- ✓ **FREE** recertification (begins six months prior to expiration date)
- ✓ **FREE** assistance and support

# HUB Certification Forms & Checklist

<https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>

[home](#) » [purchasing](#) » [vendor](#) » [hub](#)



## HUB FORMS

### HUB Certification Resources

New HUB certification applicants should download, review, and gather the necessary items referenced in the following resources to ensure a completed HUB application is submitted to allow for efficient processing turnaround times. You can check the current [HUB application processing times](#).

All applicants should fill out a [Statement of Eligibility](#), while the other items below are listed by Business Structure:

#### ▼ Sole Proprietorship

- [S-Checklist \(PDF\)](#)
- [S-Affidavit \(PDF\)](#) \*Only for new businesses who have not filed a tax return.

#### ▶ Partnership

#### ▶ Corporation

#### ▶ Limited Liability Partnership

#### ▶ Limited Liability Corporation

## Download

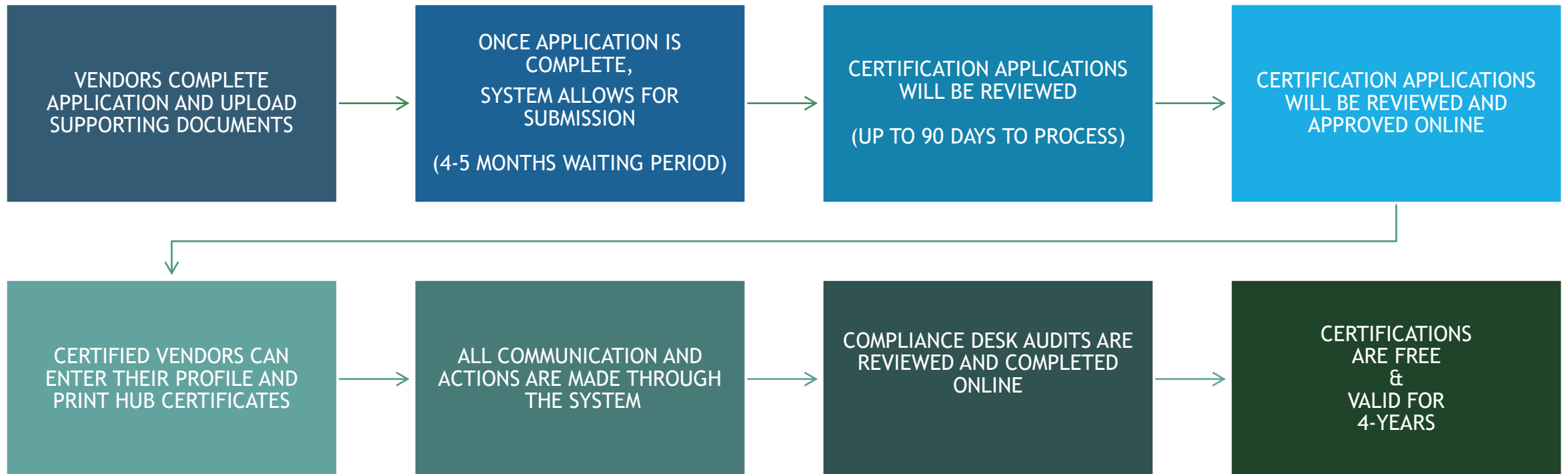
- ▶ Required Documents Checklist by Business Structure
- ▶ Statement of Eligibility
- ▶ Affidavit by Business Structure \*Only for new businesses who have not filed a tax return



**CERTIFICATION  
APPLICATION  
PORTAL  
WALK-THROUGH**



# Online Certification System Process



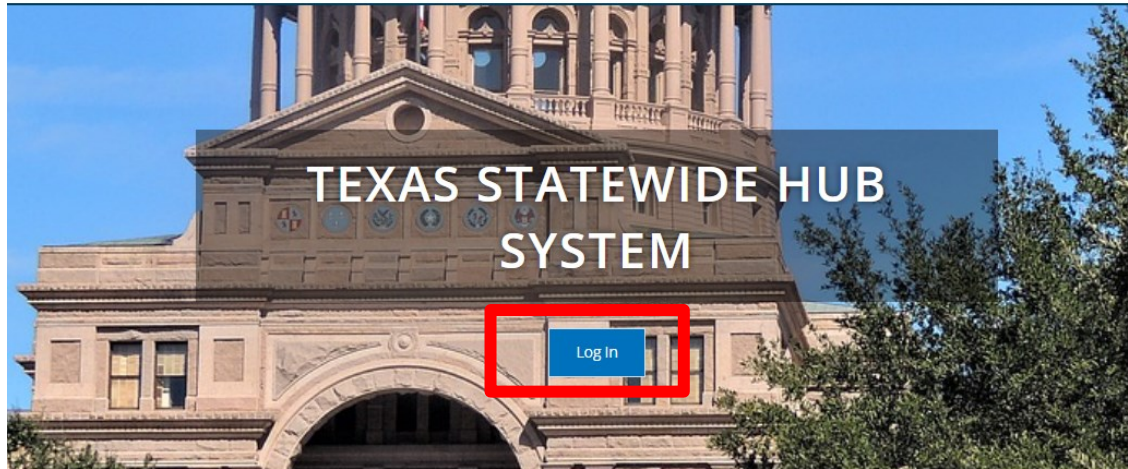
# Statewide HUB Certification Portal

<https://texashub.gob2g.com/>



[OUR MAIN SITE](#)

[CONTACT SUPPORT](#)



#### WARNING - RESTRICTED GOVERNMENT SYSTEM.

This system is restricted to authorised users only. Unauthorized access, use, or misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal, state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws

#### Texas HUB Certification

Join our database of HUB certified vendors

[Apply for / Renew Certification](#)

#### About the System

Learn more about this system and how it works today

[Information for Vendors](#)

#### Texas Statewide HUB Program

Learn about doing business with the State of Texas

[Statewide HUB](#)

#### Outreach

Opportunities for vendor involvement

[View Outreach Opportunities](#)

#### System Training

Learn how to fully utilize our system with a live trainer

[Training](#)

#### Account Access

Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)

# New Application & Renewal Application



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Learn more about this system and how it works today

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Training

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Lookup Vendor accounts or reset user passwords

Account Lookup

Forgot Password



# New Application & Renewal Application

**TEXAS STATEWIDE HUB**

## Online Certification

Welcome!

Please login or create an account to apply for certification. For further information on the Statewide HUB Program at the Texas Comptroller of Public Accounts, click [here](#) or contact the Texas Comptroller of Public Accounts at 1-888-863-5881. You can also email [StatewideHUBProgram@cpa.texas.gov](mailto:StatewideHUBProgram@cpa.texas.gov).

You may already have an account due to working relationships with other agencies. Therefore, prior to creating a new account, it is always best to Lookup Account to ensure you are not currently in the system.

**NOTE:** Companies that have received their HUB certification through one of our 11 Memorandum of Agreements (MOA's) (*City of Austin, City of Houston, Dallas/Fort Worth Supplier Development Council, El Paso Hispanic Chamber of Commerce, Golden Triangle Minority Business Council, Houston Minority Supplier Development Council, South Central Texas Regional Certification Agency, Southwest Minority Supplier Development Council, Texas Department of Transportation, Women's Business Council, Women's Business Enterprise Alliance*), **will need to recertify for HUB through the MOA organization that they became certified through. You will not need to recertify for HUB through the HUB B2G system.**

### New Certification

**New Application** → [Create Account](#)

I Forgot My Username & Password  
[Lookup Account](#)

### Renew Your Certification

**Renew Certification** → [Login](#)

I Forgot My Username & Password  
[Lookup Account](#)

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our [online support form](#).

**Need Help?**

- [Download the user manual](#)
- [Sign up for a Training Class](#)

# Section 1: Lookup/Enter Tax ID Number

STATEWIDE HUB

OUR MAIN SITE CONTACT SUPPORT

\* required entry

### Section 1: Business Lookup

TAX ID NUMBER \*

Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily [obtained from the IRS](#) at no charge.

### Section 2: Business Information

BUSINESS NAME \*

DBA NAME

COMPANY TYPE \*

COMPANY ETHNICITY

COMPANY GENDER

### Section 3: Business Contact Information

MAIN COMPANY EMAIL \*

MAIN PHONE \*

MAIN FAX

COMPANY WEBSITE

# Section 2: Enter Business Information

**STATEWIDE HUB**

[OUR MAIN SITE](#) [CONTACT SUPPORT](#)

\* required entry

### Section 1: Business Lookup

TAX ID NUMBER \*  Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

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### Section 2: Business Information

BUSINESS NAME \*

DBA NAME

COMPANY TYPE \*  **\*\*EXTREMELY IMPORTANT TO SELECT THE CORRECT COMPANY TYPE\*\***

COMPANY ETHNICITY

COMPANY GENDER

### Section 3: Business Contact Information

MAIN COMPANY EMAIL \*

MAIN PHONE \*

MAIN FAX

COMPANY WEBSITE

# Section 2: Enter Business Information

**STATEWIDE HUB**

OUR MAIN SITE [CONTACT SUPPORT](#)

TAX ID NUMBER: Enter your firm's tax ID number and click **Lookup** to check if an account already exists.

9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily [obtained from the IRS](#) at no charge.

### Section 2: Business Information

BUSINESS NAME \*

DBA NAME

COMPANY TYPE \*  
**\*\*EXTREMELY IMPORTANT TO SELECT THE CORRECT COMPANY TYPE\*\***

COMPANY ETHNICITY

COMPANY GENDER

### Section 3: Business Contact Information

MAIN COMPANY EMAIL \*

MAIN PHONE \*

MAIN FAX

COMPANY WEBSITE

COMPANY ADDRESS \*  
Enter a location  
Line 1  
Line 2  
Line 3

# Section 3: Enter Business Contact Information

**Section 3: Business Contact Information**

MAIN COMPANY EMAIL \*

MAIN PHONE \*

MAIN FAX

COMPANY WEBSITE

COMPANY ADDRESS \*  Line 1  
 Line 2  
 Line 3

CITY \*

STATE/PROVINCE \* U.S. States/Provinces  or Canadian Provinces

ZIP CODE/POSTAL CODE \* U.S. Zip Code  or Canadian Postal Code

COUNTRY \*

**\*\*Be sure you upload accurate and up-to-date business contact information in this section.\*\***



# Section 4: Enter Company Contact Information

**\*\*Be thoughtful about who you list as the Company Contact Person. This person will receive all correspondence related to the submitted HUB Certification application.\*\***

**Section 4: Company Contact Person**

NAME \* First name Last name

TITLE

EMAIL/USERNAME \* [Copy from above](#)

PHONE NUMBER \* [Copy from above](#)

MOBILE NUMBER

FAX NUMBER [Copy from above](#)

CHOOSE PASSWORD \* Password requirements:

RETYPE PASSWORD \*

TIME ZONE \* US/Central

**\*\*Must be at least 8 characters long. Use a unique combination that you will remember but is hard to guess.\*\***

Next

# Create Account in System

BUSINESS NAME Really Great Paper Company

DBA NAME

TAX ID NUMBER 103142022

COMPANY TYPE Corporation

COMPANY OWNERSHIP ETHNICITY Caucasian

COMPANY OWNERSHIP GENDER Female

### Business Contact Information

EMAIL reallygreatpapercompany@gmail.com

PHONE 512-576-8888

FAX

WEBSITE www.reallygreatpapercompany.com

ADDRESS S Congress Ave  
Austin, TX 78702 [\[map\]](#)

Edit

### Company Contact Person

NAME Penelope Paper

TITLE

USERNAME reallygreatpapercompany@gmail.com

EMAIL reallygreatpapercompany@gmail.com

PHONE 512-576-8888

MOBILE

FAX

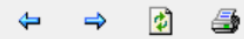
TIME ZONE US/Central

Edit

I would like to create an account in this system.

→ Next Edit

# Certification Portal Home Page



**Home** ←

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**Help & Support** »

**Logout**

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Logged on as:  
**Penelope Paper**  
**Really Great Paper**  
**Company**

## Dashboard

Displaying records assigned to **your company** ▼

No information available for display in dashboard.

## Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

When you are ready,  
start your application here

## Key Actions

[Renew/Apply for Certification](#) ←

[Take a Training Class](#)

[Watch a Training Video](#)

[Activate Enhanced Account Security](#)

## Alerts

No Activated Alerts. [View Pending Alerts](#).

## Configure

[Change Your Password](#)

[Activate Enhanced Account Security](#)

[Edit Your User Account Settings](#)

[View, Vote, & Post to the Wish List](#)

[Business Info](#)

[Profile Setup](#)

[List/Add Users](#)

[Main Contacts](#)

[Commodity Codes](#)

[EEO/Workforce Comp.](#)

## System News

# Review HUB Eligibility Criteria



## Certification Application

Help & Tools

### Welcome to the State of Texas Historically Underutilized Business (HUB) Program

Texas has awarded billions of dollars in contracts to companies certified as Historically Underutilized Businesses (HUBs). Be ready when opportunity knocks by certifying your minority-, woman- or service-disabled veteran-owned business through the Statewide HUB Program at the Texas Comptroller of Public Accounts.

The goal of the HUB Program is to actively involve HUBs in the Texas procurement process and ensure they receive a fair share of state business. State agencies and universities are required to make a good-faith effort to include HUBs in their purchasing plans. Certified HUBs are listed in the online Texas HUB Directory, and state entities can directly contact a business to buy goods and services for purchases of \$5,000 or less. The Texas HUB Directory is also searched by vendors looking for certified HUBs to include in their subcontracting plans for projects of \$100,000 or more. HUB certification is free of charge and good for up to four years.

**NOTE:** Companies that have received their HUB certification through one of our 11 Memorandum of Agreements (MOA's) (*City of Austin, City of Houston, Dallas/Fort Worth Supplier Development Council, El Paso Hispanic Chamber of Commerce, Golden Triangle Minority Business Council, Houston Minority Supplier Development Council, South Central Texas Regional Certification Agency, Southwest Minority Supplier Development Council, Texas Department of Transportation, Women's Business Council, Women's Business Enterprise Alliance*), **will need to recertify for HUB through the MOA organization that they became certified through. You will not need to recertify for HUB through the HUB B2G system.**

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[Training Class](#)

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HUB Eligibility Criteria



Carefully review eligibility criteria

#### DENIAL APPEAL PROCESS:

When a vendor applicant is denied HUB Certification, a Certification Denial Letter is sent to the vendor applicant identifying the criteria that lacks documentation to verify requirements are met. The vendor applicant has 30 days from the date listed on the Denial Letter to submit a written Appeal Request and all supporting documents needed to verify each criteria qualification is met. The complete appeal request must be submitted via the vendor application record on the Texas Statewide HUB System.

No Appeal Request will be accepted without the complete submission of all documents needed to complete the appeal review. Once the Appeal Review is completed the final decision will be communicated with the applicant vendor through the email listed on the application record.

Please submit all appeal requests to [texashub@gob2g.com](mailto:texashub@gob2g.com)

For further information on the Statewide HUB Program at the Texas Comptroller of Public Accounts, visit <https://comptroller.texas.gov/purchasing/vendor/hub/> or contact the Texas Comptroller of Public Accounts at 1-888-863-5881. You can also email [StatewideHUBProgram@cpa.texas.gov](mailto:StatewideHUBProgram@cpa.texas.gov).

If you qualify, please continue to the next section and click the option that fits your situation.

View All Documents for Each Company Type



# Review HUB Eligibility Criteria

...IC ACCOUNTS.

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### HUB Eligibility Criteria

Please review the Eligibility Criteria listed below to determine if your business is eligible for certification. All HUB eligibility requirements are defined in Texas Government Code, Title 10, Chapter 2161 and administered under Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter D.

#### Criteria I – Economically Disadvantaged Person and Texas Residency

The following persons are eligible HUB owners; provided that they are United States citizens\* and reside in Texas:

- Asian Pacific Americans, including persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, the Northern Marianas, and Subcontinent Asian Americans, which includes persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan or Nepal.
- Black Americans, including persons having origins in any of the black racial groups of Africa.
- Hispanic Americans, including persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish or Portuguese culture or origin, regardless of race.
- Native Americans, including persons who are American Indians, Eskimos, Aleuts or Native Hawaiians.
- American Women, which includes all women of any ethnicity not specified above.
- Service Disabled Veteran, as defined by 38 United States Code (U.S.C.), Section 101(2) who have a service-connected disability as defined by 38 U.S.C. Section 101(16), and have a disability rating of 20 percent or more as determined by the Department of Veterans Affairs or the Department of Defense.

#### Criteria II – Ownership

For-profit businesses (sole proprietorships, partnerships, corporations, limited partnerships/companies, joint ventures) where at least 51 percent of the assets and interest of all classes of stock and equitable securities are owned by one or more persons meeting Criteria I above are eligible for HUB certification. Non-profit organizations are not eligible for HUB certification.

**Note: Sole proprietorships must be 100 percent owned and controlled by an individual meeting Criteria I above. In addition, each entity within a joint venture is required to be HUB certified.**

#### Criteria III – Active Participation, Control and Proportionate Interest

Business documentation must substantiate that the eligible HUB owners are actively participating in the day-to-day operations of the business at a level that is comparable to their ownership.

Business documentation is also required to show that the eligible HUB owners are able to make independent business decisions (i.e., administrative duties, personnel management, negotiation and execution of contracts and financial transactions) that guide the future of the business. Absentee or titular ownership (owners who do not actively control the business) is not consistent with HUB eligibility standards.

#### Criteria IV – Principal Place of Business

A Texas HUB's principal place of business must be located in the state of Texas. Principal place of business is the location where the qualifying owner(s) of the business direct, control and coordinate the business's daily operations and activities.

#### Criteria V – Size Standards

A business entity is considered ineligible for HUB certification when it has maintained gross receipts or total employment levels during four consecutive years that exceed the SBA size standards set forth in 13 CFR, §121.201. Business entities

...now. All rights reserved.

**\*\*Carefully review eligibility criteria and make sure you are qualified to apply for HUB Certification then close window.\*\***

# Begin New Application Process

Help & Tools 



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## Certification Application

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### Qualifications for Texas HUB Certification

[HUB Eligibility Criteria](#)

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If you qualify, please continue to the next section and click the option that fits your situation.

[View All Documents for Each Company Type](#)

#### Select an Option

[Your firm is either currently certified or has expired as a Historically Underutilized Business \(HUB\) with the State of Texas.](#)

[Your firm is \*\*NOT\*\* currently, and has never been, certified as a Historically Underutilized Business \(HUB\) with the State of Texas.](#) ←

[Your firm has its principal place of business within the State of Texas.](#) ←

[Submit a new Historically Underutilized Business \(HUB\) Certification Application.](#) ←

[Your firm \*\*DOES NOT\*\* have its principal place of business within the State of Texas.](#)

Logged on as:

Need Help?  
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# Confirm Business Information and HUB Certification Eligibility



Certification Application: Start Certification Application

Help & Tools

## New HUB Application for Texas Comptroller of Public Accounts

New HUB Application and Affidavit

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### New Texas HUB Application

You are about to complete the online application for a new Historically Underutilized Business (HUB) certification under the Texas Statewide HUB certification program. Complete and submit this application if you are interested in being awarded HUB certification.

Complete the Eligibility Requirements and click **Continue** to create the application.

For guidance, contact the Texas Comptroller of Public Accounts at 1-888-863-5881 or email [StatewideHUBProgram@cpa.texas.gov](mailto:StatewideHUBProgram@cpa.texas.gov).

Need Help?  
[User manual](#)  
[Sign up for a Training class](#)

#### Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME \*  This application is for **Really Great Paper Company**  
 This application is for a different firm

YOUR EMAIL ADDRESS \*

COMPANY EMAIL \*

COMPANY TYPE \*  **\*\*EXTREMELY IMPORTANT TO SELECT THE CORRECT COMPANY TYPE\*\***

AUTOFILL \*  Use existing account information to auto-fill application

---

#### Eligibility Requirements

Does the applicant owner(s) have proof of Texas residency for at least one year?  Yes  No

Do the applicant owner(s) meet eligibility as either an Asian Pacific American, Black American, Hispanic American, Native American, American Woman, and/or a Service-Disabled Veteran with a service-related disability of 20% or greater?  Yes  No

Is the applicant owner(s) a US citizen or Service Disabled Veteran with a service-related disability of 20% or greater?  Yes  No

Do the qualified applicant owner(s) have at least 51 percent ownership and control of the day-to-day operations of the business?  Yes  No

Is the applicant owner(s) business primarily based in Texas?  Yes  No

Is the applicant owner(s) business a for-profit entity?  Yes  No

# Starting the Application Process



## Certification Application: Document List Preview for LLC

Help & Tools

In addition to completing an application form, you will be required to submit supporting documents with your application.

**Mandatory** documents must be submitted with your application; there are no exceptions. **Supplementary** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the Texas Comptroller of Public Accounts before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

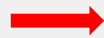
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- Logoff

[Show All](#) [Hide All](#)

Check this box and click **Continue** to start the application process.

**ALERT:** to ensure security of your New HUB Application, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

**Timeline:** you will have **90 days** to complete and submit this New HUB Application. Otherwise, the record will self-delete on **12/26/2023**. Periodic reminders will be sent to you by email up to that point. A deleted New HUB Application cannot be recovered; you will need to start again.



Continue

Return

Once you click this button, **you have 90 days to complete and submit the application, or it will be deleted.**

**\*\*Note: you can extend your application timeline in weekly increments for a total of 2 times.\*\***



# Mandatory Document List



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## Mandatory Documents

All [mandatory](#) documents must be provided with the New HUB Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

### Statement of Eligibility

[Download Form](#) – Download, complete, and sign.

### Proof of Federal EIN

Provide a copy of the letter you received from the IRS as proof of issuance of the Federal Employer Identification Number you provided in your Certification Application.

### Proof of U.S. citizenship and ethnicity

Submit proof of U.S. citizenship and ethnicity for all eligible applicants. Proof of U.S. citizenship and ethnicity may be in the form of a birth certificate or a U.S. Passport or the U.S. Citizenship and Immigration Services' Certificate of Citizenship/Naturalization or the Tribal Registration Certificate of an entity recognized by the Bureau of Indian Affairs. (Tribal Registration Certificates are applicable to Native Americans or

### Official photo identification

Submit official photo identification for all eligible applicants. Official photo identification may be in the form of a valid state of Texas Driver License/ID or the U.S. Citizenship and Immigration Services' Certificate of Citizenship/Naturalization or the Tribal Registration ID Card of an entity recognized by the Bureau of Indian Affairs. (Tribal Registration ID Cards are applicable to Native Americans only.)

### Proof of Texas residency

Submit proof of U.S. citizenship and ethnicity for all eligible applicants. Proof of Texas residency may be in the form of a valid state of Texas Driver License/ID or a current state of Texas County Appraisal District's Property (Homestead) Tax Statement.

### Member and Manager Meeting Minutes

Submit signed minutes of the Board of Directors organizational/initial meeting and the Shareholders organizational/initial meeting.

### Federal Income Tax Returns

Submit your Federal income tax return most recently filed with the Internal Revenue Service (IRS) for the business. Based on your company type, submit the appropriate tax return from the listed below:

- **Sole Proprietorship:** Schedule C Form 1040.
- **Partnership:** Form 1065, including all schedules.
- **LLP:** Form 1065, including all schedules OR Form 1120.
- **Corporation:** Form 1120 or 1120S, including all schedules.
- **LLC:** Form 1065, including all schedules OR Form 1120 or 1120S, including all schedules. Single Member LLC may submit Schedule C Form 1040 in lieu of Form 1065.

**If this firm is a new business that has not filed a federal income tax return with the IRS, all eligible applicants are required to:**

- Complete a Affidavit of Ownership and Business Balance Sheet form ([Downloadable document located in the Required Documents section below](#)).

**If this firm has been in operation for more than a year and has not filed a federal income tax return with the IRS, all eligible applicants are required to:**

- Complete a Affidavit of Ownership and Business Balance Sheet form; and
- IRS Transcript of non-filing under the federal EIN number.
- **LLC's, LLP's and Corps:** Provide the No Tax Due Franchise Tax filings for each tax filing year that you did not file.

### Certificate and Articles of Organization/Incorporation/ Filing/Formation

Submit Certificate of Organization / Incorporation / Filing / Formation, including amendments issued to the business from the SOS.

**Note:** If your business operates under a name that is different than the name identified in your Articles of Incorporation/Formation, you will need to provide proof of the name's registration with the SOS.

### Membership Interest Issuance/Transfer Ledger

Membership Interest Issuance/Transfer Ledger. Please note that this item is required regardless if the company has issued certificates.

### Meeting minutes

Submit meeting minutes for meetings held within the last 12 months. The minutes must identify the individuals currently serving on the Board of Directors/Managers and serving as the corporate officers (i.e. President, Vice President, Secretary and Treasurer).Based on your company type, submit the appropriate meeting minutes from the listed below:

- **Corporation:** Submit signed minutes of all the Board of Directors meetings and all the Shareholders meetings
- **LLC:** Submit Manager/Member meeting minutes.
- **Single member LLC's:** not operating under formal Company Regulations or Company Operating Agreement similar to a Sole Proprietorship must provide a signed and dated statement on your company letter head identifying the current Member, Manager(s) (if applicable), and Officers (if applicable) (i.e., CEO, President, Vice President, Treasurer, Secretary) in place of formal minutes.

### Signed Company Regulations or company operating agreement

Signed Company Regulations, including all amendments. **NOT:** employee Handbook/Policy book.

**Note:** Single member LLC's operating like a Sole Proprietorship are not required to provide Company Regulations or Company Operating Agreement, **if you do not currently operate with one.** If additional Members are added in the future, you will be required to provide Company Regulations or Company Operating Agreement.

### Bank signature card

Submit a current bank signature card or a signed letter from the business' banking institution identifying the 1) business name, 2) primary checking account number and 3) all individuals who are recognized as authorized signatures on the account.

### Signed Business Site Lease Agreement

Submit current signed business site lease agreement, including amendments and renewals. Note: If you are the owner of the property on which the business operates and there is no formal written lease agreement in effect, you are required to provide a copy of the most current county tax appraisal statement for the property.

# Supplementary Document List



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## Certification Application: Document List Preview for LLC

Help & Tools

In addition to completing an application form, you will be required to submit supporting documents with your application.

**Mandatory** documents must be submitted with your application; there are no exceptions. **Supplementary** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the Texas Comptroller of Public Accounts before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

**\*\*You can download and print both lists for physical references\*\***

## Supplementary Documents

Supplementary documents must be provided when applicable to your firm. Failure to submit a supplementary document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

### LLC Affidavit of Ownership and Business Balance Sheet

[Download Form](#) - Submit an affidavit of ownership and Balance Sheet if your firm is a new business that has not filed a federal income tax return with the IRS. Download, complete, and sign.

### Certificate of Formation/Certificate of Filing/Certificate of Amendments/Assumed Name Certificates

Assumed Name Certificate of either a Corporation, LLC or LLP verifying that your assumed business is registered with the Texas Secretary of State.

### Proof of veteran service-connected disability status

Submit a DD214 (Military Discharge) and a Disability Rating Letter issued by the Department of Veterans Affairs or the Department of Defense. (Required for the owners whom you identified as having a service-connected disability rating of 20 percent or more.)

### Employer's quarterly reports

Submit your Employer's quarterly reports (i.e., Texas Workforce Commission's Form C-3 and C-4) filed for the first, second, third and fourth quarters of the most recent year the business has filed a federal income tax return with the IRS.

### Membership (stock) interest certificates

Submit all membership (stock) interest certificates currently issued to all owners.

### Signed Membership (Shareholders) Agreement

Submit signed Membership (Shareholders) Agreement, including all amendments.

### Current Professional Licenses and Permits

Submit current professional licenses and permits.

### Trust Agreement/Employee Stock Option (ESOP)

Company's applying for HUB certification who's HUB eligible ownership is held in a Trust Agreement or Employee Stock Option (ESOP) will need to provide a complete copy of the Trust agreement or ESOP to include ALL pages.

### Signed Business Loan Agreements and Promissory Notes.

Submit current signed business loan agreements and promissory notes.

### Explanation of Other Employment and/or Business Ownership

Submit a detailed explanation of any other employment and/or business ownership of individuals and business entities with an ownership interest in your business.

(Required for all owners entered in question 3.A of Section 3: OWNERSHIP INFORMATION of your HUB Certification Application.)

Details must include the following:

- Normal business hours of the business applying for HUB.
- Business hours that you are physically present at the business applying for HUB.
- Business name of the place of "other" employment or ownership.
- Description of employment and/or ownership in the other business.
- Number of days a week spent at the other business location.
- Number of hours a day spent at the other business location.

### Explanation of denied certification

Submit a detailed explanation if your business or any of its owners have ever been denied certification as a minority-, woman- or service-disabled veteran-owned business and/or denied certification as a disadvantaged business enterprise by another organization.

**These are additional documents that not everyone will need to upload. For example, "proof of veteran service-connected disability status".**

# Start HUB Application Sections



## Certification Application: Main Summary

Help & Tools

Main Documents Signature Submit Utilities Cert List

Really Great Paper Company  
Type: New HUB Application  
App #: 6851289

Status: **Incomplete**  
Started: 9/15/2022

0% complete

Fill in each of the sections noted below by clicking the **Process** buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.  
The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Need Help?  
[User manual](#)  
[Sign up for a Training Class](#)

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### New HUB Application Information

TYPE	New HUB Application
CERTIFYING AGENCY	Texas Comptroller of Public Accounts
BUSINESS NAME	Really Great Paper Company
CURRENT STATUS	<b>Incomplete</b>
APPLICATION NUMBER	6851289
DATE FOR DELETION	12/14/2022 (Extend)
CONTACT PERSON	Penelope Paper (List)

12/14/2022 (Extend)  
Penelope Paper (List) **\*Change and add user's access**

This is the assigned user for this New HUB Application. To ensure security of the record, only YOU have access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

### Sections and Documentation

SECTION 1: BUSINESS INFORMATION	<b>Fill In</b>	Incomplete: 1 completed of 10 required; 0 completed of 2 optional
SECTION 2: BID INFORMATION	<b>Fill In</b>	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
SECTION 3: OWNERSHIP INFORMATION	<b>Fill In</b>	Incomplete: 0 completed of 9 required; 0 completed of 1 optional
DOCUMENT LIST	<b>Fill In</b>	Incomplete: 0 attached of 14 mandatory; 0 attached of 10 supplementary

### Signature and Submittal

SIGNATURE	Sign
SUBMITTAL	Submit

Delete New HUB Application

# Section 1: Business Information



## Section Questions

1.A. Provide the nine-digit federal EIN assigned to you for the purpose of filing your business' federal income tax returns with the Internal Revenue Service (IRS). If you do not have a federal EIN, you may obtain one free of charge from the IRS online at [www.irs.gov/businesses](http://www.irs.gov/businesses) or by calling the IRS at 1-800-829-4933. The process takes approximately five minutes. \*

Required

Important - Do not enter your Social Security Number

## 1.B. Business Structure

LLC

1.C. Business Name as filed with the Secretary of State or on your assumed name document (including all punctuation). \*

Required

Texas SmartBuy

1.D. LLP's only: Is the business that is applying for HUB certification engaged in a General Partnership with another business?

Optional

If yes, please provide the name and company type of the other businesses that are part of the General Partnership (e.g., Corporation, LLC, LLP).

No

Yes

**\*Limited Liability Partnership (LLP) that have a General Partner must submit required documents for the General Partnership.**

## 1.E. Mailing Address \*

Required

Mailing address **MUST** be located in the State of Texas to qualify for HUB certification.

111 Disney World Lane	Address line 1
	Address line 2
	Address line 3
Austin	City
TX 78711	State, Zip, Zip4

## 1.F. Physical Address (cannot be a P.O. Box): \*

Required

Physical Address **MUST** be located in the State of Texas to qualify for HUB certification.

111 Disney World Lane	Address line 1
	Address line 2
	Address line 3
Austin	City
TX 78711	State, Zip, Zip4

# Section 1: Business Information (Cont'd)



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Mariah Thompson-Carter

## 1.G. County/Parish of Street Address \* Required

[View map](#) to refresh county list if state field has been changed.

## 1.H. Business Phone Number \* Required

Ext.

## 1.I. Internet Web Page/URL Address Optional

## 1.J. Primary HUB Owner Contact \* Required

First Name  Last Name   
Title   
Email   
Phone

## 1.K. Contact for Bids \* Required

[Copy above data to this answer?](#) Any existing information will be overwritten.

First Name  Last Name   
Title   
Email   
Phone

## 1.L. Is your business entity a Texas Resident Bidder? \* Required

In accordance with Texas Government Code Section 2252.001, a "Resident Bidder" refers to a person whose principal place of business is in the state of Texas, including a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

- Yes  
 No

## 1.M. Is your business entity designated as a Small Business? \* Required

In accordance with Texas Government Code Section 2006.001, a "Small Business" is identified as a legal entity, including a sole proprietorship, partnership or corporation, that is formed for the purpose of making a profit, is independently owned and operated, and has fewer than 100 employees or less than \$6 million in annual gross receipts.

- Yes  
 No

# Repeat for Section 2 and 3



## Certification Application: Section 1: BUSINESS INFORMATION

Help & Tools

Main Documents Signature Submit Utilities Cert List

Really Great Paper Company  
Type: New HUB Application  
App #: 6851289

Status: **Incomplete**  
Started: 9/15/2022

21% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. Questions highlighted in yellow are optional; please complete all those that apply to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type.

**Question Color Coding**

- Required & incomplete
- Optional & incomplete
- Complete

Save Draft Save & Return to Summary Cancel

\* required entry

Section Status	
SECTION 1: BUSINESS INFORMATION SECTION STATUS	<b>Complete</b>
COMPLETED BY	Penelope Paper
DATE COMPLETED	9/16/2022

**Section Questions**

1.A. Provide the nine-digit federal EIN assigned to you for the purpose of filing your business' federal income tax returns with the Internal Revenue Service (IRS). If you do not have a federal EIN, you may obtain one free of charge from the IRS online at [www.irs.gov/businesses](http://www.irs.gov/businesses) or by calling the IRS at 1-800-829-4933. The process takes approximately five minutes. \*

Important - Do not enter your Social Security Number

103142022

1.B. Business Structure

Corporation

1.C. Business Name as filed with the Secretary of State or on your assumed name document (including all punctuation). \*

Really Great Paper Company

1.D. LLP's only: Is the business that is applying for HUB certification engaged in a General Partnership with another business? Optional

If yes, please provide the name and company type of the other businesses that are part of the General Partnership (e.g., Corporation, LLC, LLP).

No  
 Yes

# Section 2: Bid Information



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## Section Questions

2.A. Business Category - Check the business category below (only one) that best identifies the services provided by your business and is the primary source of gross revenue receipts for your business. \*

Required

- (01)-Heavy Construction other than Building Construction
- (02)-Building Construction, including General Contractors and Operative Builders
- (03)-Special Trade Construction
- (04)-Financial and Accounting Services
- (05)-Architectural/Engineering and Surveying
- (06)-Other Services, including Legal Services
- (07)-Commodities Wholesaler/Reseller
- (08)-Commodities Manufacturer
- (09)-Medical Services

2.B. Principal Line of Business - Provide a brief description of the products and/or services provided by your business. \*

Required

2.C. Provide the NIGP commodity/service code(s) that represents the specific commodities and/or services your business can provide. \*

Required

[Click to Lookup Codes](#)

**\*Include all NIGP commodity codes for your business.**

2.D. Texas Highway District \*

Required

Referencing the Highway Districts with TXDot Map available online at <https://comptroller.texas.gov/purchasing/contracts/regions.php> (click on the line-Highway Districts with TXDOT), check the appropriate numbered box(es) representing the purchasing districts in which your business can provide its commodities and/or services. If you have any questions about purchasing districts, please call 1-888-863-5881

Statewide Work Area (ALL 25 Districts)

or

- District 01 (1)
- District 02 (2)
- District 03 (3)
- District 04 (4)
- District 05 (5)
- District 06 (6)
- District 07 (7)
- District 08 (8)
- District 09 (9)
- District 10 (10)
- District 11 (11)
- District 12 (12)
- District 13 (13)

- District 14 (14)
- District 15 (15)
- District 16 (16)
- District 17 (17)
- District 18 (18)
- District 19 (19)
- District 20 (20)
- District 21 (21)
- District 22 (22)
- District 23 (23)
- District 24 (24)
- District 25 (25)

# Section 3: Ownership Information



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## Section Questions

3.A. Provide the name, title and percentage of ownership interest of all individuals and business entities with an ownership interest in your business. \*

Required

Name	Position in Company	Gender & Ethnicity	US Citizen	Date Ownership Established	Ownership %	Hours Worked Weekly
<input type="text"/>	<input type="text"/>	Gender <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/>	Gender <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>

This table will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns green, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

\*List all individual(s) or company(s) that has ownership interest in the company.

3.B. Are any of the individual owners a Service-Disabled Veteran, as defined by 38 United States Code (U.S.C.), Section 101(2) who have a service-connected disability as defined by 38 U.S.C. Section 101(16)?

Optional

If Yes, provide that individual's name and percentage of disability as determined by the Department of Veterans Affairs or the Department of Defense.

- No  
 Yes

3.C. Do any owners have ownership interest in any other business? \*

Required

If yes, provide the owner's name, name of the other firm, title at the other firm, ownership/voting percentage and the weekly number of hours each owner is present on-site at the other business' physical address during the business; regularly established hours of operation.

- No  
 Yes

Full Name of Owner	Name of Firm	Title at Other Firm	Ownership/Voting Percent	Hours Worked Weekly at Firm by Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/>

This table will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns green, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

3.D. Are any owners currently employed elsewhere? \*

Required

If yes, provide the owner's name, name of the other firm, title at the other firm, a description of duties performed with the other business entity and the weekly number of hours each owner is present on-site at the other business; physical address during the business; regularly established hours of operation.

- No  
 Yes

Full Name of Owner	Name of Firm	Title at Other Firm	Description of Duties	Hours Worked Weekly at Other Firm
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This table will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns green, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.



# Section 3: Ownership Information (Cont'd)



3.E. Provide the name and title of the individual(s) ultimately responsible for negotiating and signing financial contracts: \*

Required

3.F. Provide the name and title of the individual(s) ultimately responsible for negotiating and signing bids/proposals: \*

Required

3.G. Provide the name and title of the individual(s) ultimately responsible for hiring and firing of management personnel: \*

Required

3.H. Provide the name and title of the individual(s) ultimately responsible for the supervision of day-to-day operations: \*

Required

3.I. Has your business or any of its owners ever been denied certification as a minority-, woman- or service-disabled veteran-owned business and/or denied certification as a disadvantaged business enterprise by another organization? \*

Required

Yes

No

3.J. Have any of the owners had ownership of a business that graduated from a Minority/Woman/Disadvantage Business Certification program before? \*

Required

If yes, explain and include date of graduation.

No

Yes

# Section 4: Uploading Documents



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## Mandatory Documents

Refresh

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your New HUB Application and/or delay in processing. If unsure how to proceed, please contact Customer Support.



Attach	Document	Download Form	Document Description	Status
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Statement of Eligibility	<input type="button" value="Download"/>	Download, complete, and sign.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Proof of Federal EIN		Provide a copy of the letter you received from the IRS as proof of issuance of the federal Employer Identification Number you provided in your Certification Application.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Proof of U.S. citizenship and ethnicity		Submit proof of U.S. citizenship and ethnicity for all eligible applicants. Proof of U.S. citizenship and ethnicity may be in the form of a birth certificate or a U.S. Passport or the U.S. Citizenship and Immigration Services' Certificate of Citizenship/Naturalization or the Tribal Registration Certificate of an entity recognized by the Bureau of Indian Affairs. (Tribal Registration Certificates are applicable to Native Americans only.)	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Official photo identification		Submit official photo identification for all eligible applicants. Official photo identification may be in the form of a valid state of Texas Driver License/ID or the U.S. Citizenship and Immigration Services' Certificate of Citizenship/Naturalization or the Tribal Registration ID Card of an entity recognized by the Bureau of Indian Affairs. (Tribal Registration ID Cards are applicable to Native Americans only.)	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Proof of Texas residency		Submit proof of U.S. citizenship and ethnicity for all eligible applicants. Proof of Texas residency may be in the form of a valid state of Texas Driver License/ID or a current state of Texas County Appraisal District's Property (Homestead) Tax Statement.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Member and Manager Meeting Minutes		Submit signed minutes of the Board of Directors organizational/initial meeting and the Shareholders organizational/initial meeting.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Federal Income Tax Returns		<p>Submit your Federal income tax return most recently filed with the Internal Revenue Service (IRS) for the business. Based on your company type, submit the appropriate tax return from the listed below:</p> <ul style="list-style-type: none"> <li>• <b>Sole Proprietorship:</b> Schedule C Form 1040.</li> <li>• <b>Partnership:</b> Form 1065, including all schedules.</li> <li>• <b>LLP:</b> Form 1065, including all schedules OR Form 1120.</li> <li>• <b>Corporation:</b> Form 1120 or 1120S, including all schedules.</li> <li>• <b>LLC:</b> Form 1065, including all schedules OR Form 1120 or 1120S, including all schedules. Single Member LLC may submit Schedule C Form 1040 in lieu of Form 1065.</li> </ul> <p><b>If this firm is a new business that has not filed a federal income tax return with the IRS, all eligible applicants are required to:</b></p> <ul style="list-style-type: none"> <li>• Complete a Affidavit of Ownership and Business Balance Sheet form (Downloadable document located in the Required Documents section below).</li> </ul> <p><b>If this firm has been in operation for more than a year and has not filed a federal income tax return with the IRS, all eligible applicants are required to:</b></p> <ul style="list-style-type: none"> <li>• Complete a Affidavit of Ownership and Business Balance Sheet form ; and</li> <li>• IRS Transcript of non-filing under the federal EIN number.</li> <li>• <b>LLC's, LLP's and Corps:</b> Provide the No Tax Due Franchise Tax filings for each tax filing year that you did not file.</li> </ul>	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Certificate and Articles of Organization/Incorporation/ Filing/Formation		<p>Submit Certificate of Organization / Incorporation / Filing / Formation, including amendments issued to the business from the SOS.</p> <p><b>Note:</b> If your business operates under a name that is different than the name identified in your Articles of Incorporation/Formation, you will need to provide proof of the name's registration with the SOS.</p>	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Membership Interest Issuance/Transfer Ledger		Membership Interest Issuance/Transfer Ledger. Please note that this item is required regardless if the company has issued certificates.	NOT attached
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	Meeting minutes		<p>Submit meeting minutes for meetings held within the last 12 months. The minutes must identify the individuals currently serving on the Board of Directors/Managers and serving as the corporate officers (i.e. President, Vice President, Secretary and Treasurer). Based on your company type, submit the appropriate meeting minutes from the listed below:</p> <ul style="list-style-type: none"> <li>• <b>Corporation:</b> Submit signed minutes of all the Board of Directors meetings and all the Shareholders meetings</li> <li>• <b>LLC:</b> Submit Manager/Member meeting minutes.</li> <li>• <b>Single member LLC's:</b> not operating under formal Company Regulations or Company Operating Agreement similar to a Sole Proprietorship must provide a signed and dated statement on your company letter head identifying the current Member, Manager(s) (if applicable), and Officers (if applicable) (i.e., CEO, President, Vice President, Treasurer, Secretary)</li> </ul>	NOT attached

# Section 4: Uploading Mandatory Documents



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Logged on as:  
**Penelope Paper**  
Really Great Paper  
Company

**Attach** Fax Meeting minutes Submit meeting minutes for meetings held within the last 12 months. The minutes must identify the individuals currently serving on the Board of **NOT attached**

### Upload Files

Meeting minutes

Click **Choose Files** or drag files to **Drop Files Here**, edit details as needed, then click **Upload File(s)**. The files will be uploaded to the system and associated with the document type. You can view the attached files after uploading once the page refreshes. **Any files over 50 MB will be rejected.**

Select Documents to Attach \*

**Choose Files** **No file chosen** **1**

**Drop Files Here** **2**

**Upload File(s)** Cancel

**Two options for uploading documents:**

- 1) Choose files in finder**
- 2) Drag and drop into green box**

**Attach** or **Fax** Stock certificates Submit all stock certificates currently issued to all owners/shareholders **NOT attached**

# Section 4: Uploading Documents (Cont'd)



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Logged on as:  
Penelope Paper  
Really Great Paper

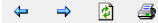
### Supplementary Documents Refresh

Supplementary documents that are not relevant to your firm can be marked as not applicable. Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Attach	Mark as Not Applicable	Document	Download Form	Document Description	Status
Attach each document below or check the box to indicate it is not applicable to your business; then click the <b>Lock In</b> button.					
Attach or Fax	<input checked="" type="checkbox"/>	Corporation Affidavit of Ownership and Business Balance Sheet	<a href="#">Download</a>	Submit an affidavit of ownership and Balance Sheet if your firm is a new business that has not filed a federal income tax return with the IRS. Download, complete, and sign.	NOT attached
Attach or Fax	<input type="checkbox"/>	Proof of veteran service-connected disability status		Submit a DD214 (Military Discharge) and a Disability Rating Letter issued by the Department of Veterans Affairs or the Department of Defense. (Required for the owners whom you identified as having a service-connected disability rating of 20 percent or more.)	NOT attached
Attach or Fax	<input type="checkbox"/>	Employer's quarterly reports		Submit your Employer's quarterly reports (i.e., Texas Workforce Commission's Form C-3 and C-4) filed for the first, second, third and fourth quarters of the most recent year the business has filed a federal income tax return with the IRS.	NOT attached
Attach or Fax	<input type="checkbox"/>	Signed Shareholders Agreement		Submit signed Shareholders Agreement, including all amendments.	NOT attached
Attach or Fax	<input type="checkbox"/>	Signed Business Loan Agreements and Promissory Notes		Submit current signed business loan agreements and promissory notes.	NOT attached
Attach or Fax	<input type="checkbox"/>	Current Professional Licenses and Permits		Submit current professional licenses and permits.	NOT attached

**Supplementary documents that are not relevant to your firm can be marked as not applicable.**

# “Lock in” Documents



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Logged on as:  
Penelope Paper

Attach	Mark as Not Applicable	Document	Status
<input type="button" value="Lock In"/>		Attach each document below or check the box to indicate it is not applicable to your business; then click the <b>Lock In</b> button.	
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Corporation Affidavit	<span>🚫 NOT attached</span>
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Proof of veteran status	<span>🚫 NOT attached</span>
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Employer's quarterly reports	<span>🚫 NOT attached</span>
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Signed Shareholders Agreement	<span>🚫 NOT attached</span>
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Signed Business Loan Agreements and Promissory Notes	<span>🚫 NOT attached</span>
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Current Professional Licenses and Permits	<span>🚫 NOT attached</span>
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Trust Agreement/Employee Stock Option (ESOP)	<span>🚫 NOT attached</span>
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Assumed Name Certificate	<span>🚫 NOT attached</span>
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Explanation of Other Employment and/or Business Ownership	<span>🚫 NOT attached</span>
<input type="button" value="Attach"/> or <input type="button" value="Fax"/>	<input checked="" type="checkbox"/>	Explanation of denied certification	<span>🚫 NOT attached</span>

test2.gob2g.com says

Update selected documents?

Attach each document above or check the box to indicate it is not applicable to your business; then click the **Lock In** button.

# Option to Attach Documents via Fax



Texas Comptroller of Public Accounts

NEW HUB APPLICATION Certification Application Number: 6851289

**BEFORE FAXING ANY DOCUMENT,  
READ THESE INSTRUCTIONS COMPLETELY.**

**FAILURE TO FOLLOW THE DIRECTIONS WILL RESULT IN  
REJECTION OF YOUR DOCUMENTS AND APPLICATION.**

## Instructions

1. Print this document.
2. Remove the instruction pages from the following stack of cover pages. Do not send the instruction pages with your documents.
3. Prepare your documents: make sure all pages are facing up and in the same direction.
4. Split the different documents into separate piles.
5. Place each cover page with the large square bar code on top of each corresponding document. Double check that the description on the cover page matches the type of document.
6. Combine the documents into a single pile; alternatively, you can fax each document separately.
7. Fax the documents to **(312) 674-7399**. Documents faxed to this number are securely and confidentially processed by an automated engine. Do not fax to any other number; the documents will not be matched to your application.
8. Within 30 minutes, an email confirmation will be sent to **reallygreatpapercompany@gmail.com** for each document was successfully attached to your certification application. You will receive a separate notice for each document attached. If you do not receive any confirmations, your email provider may have blocked the notification, the fax was not received, or you did not include a cover page with your submission.
9. Log into the system (use the link in the email confirmation), access your application, and click the Documents tab.
10. If the documents were successfully received and matched to your application, you will see them listed on the page.
11. Click the **View File** link to open a document and verify that it was received correctly. Faxes often are cut off before transmission is complete; it is your responsibility to ensure that each document is complete. Incomplete documents will cause a delay in the review of your application.
12. If a file is not complete (missing pages, garbled text/tables, incorrect document), click **Delete File** and start the process over. You can fax a document as many times as needed until you are satisfied it is complete and correct.
13. You can edit a document's title and description as needed to more clearly identify the file.

# Once Documents are Uploaded, Sign Application



## Certification Application: Document List

Help & Tools

Main Documents Signature Submit Utilities Cert List

Really Great Paper Company  
Type: New HUB Application  
App #: 6851289

Status: **Complete, Pending Signature** > [Sign Application](#)  
Started: 9/15/2022



- Home
- View >>
- Search >>
- Message >>
- Settings >>
- Help & Support >>
- Logoff

[Show All](#) [Hide All](#)

Application is complete and pending signature > [Sign Application](#) ←

Document setting(s) saved.

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

[Instructions for attaching files](#) > [click here to show](#)

**Note:** this New HUB Application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. The Texas Comptroller of Public Accounts will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, the Texas Comptroller of Public Accounts reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status	
DOCUMENT LIST STATUS	➔ <b>Complete: 14 attached of 14 mandatory; 0 attached, 10 not applicable of 10 supplementary</b>
DOCUMENT FORMAT	<b>Electronic documents only.</b> This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Attach All Docs Via Fax Return

Mandatory Documents	Refresh
All <u>mandatory</u> documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your New HUB Application and/or delay in processing. If unsure how to proceed, please contact Customer Support.	

# Sign Application



## Certification Application: Sign New HUB Application

Help & Tools

Main Documents **Signature** Submit Utilities Cert List

Really Great Paper Company  
Type: **New HUB Application**  
App #: **6851289**

Status: **Complete, Pending Signature** > [Sign Application](#)  
Started: **9/15/2022**

Application is complete and pending signature

The HUB application will need to be signed by the 51% majority HUB-eligible applicant. If there are multiple HUB-eligible applicants making up the minimal 51% HUB-eligible ownership, please have the HUB-eligible applicant holding the higher ranking officer title (i.e., CEO, President) sign the application.

\* required entry

### Electronic Signature

Apply your signature in the box below using your mouse, finger, or stylus

SIGNATURE \*



Clear Signature

\*Signature must match Driver's License or Statement of Eligibility form.

YOUR NAME \*



Type your full, legal name

Penelope Paper

YOUR TITLE \*



CEO

YOUR ORGANIZATION \*



Really Great Paper Company

TODAY'S DATE \*



9/16/2022



By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

Sign New HUB Application

Cancel




# Submit Application

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Submit application? This application cannot be recalled or edited once submitted.

You will have the opportunity to print your application once submitted.





## Certification Application: Submit New HUB Application

Main Documents Signature **Submit** Utilities Cert List

Really Great Paper Company  
Type: New HUB Application  
App #: 6851289

Help & Tools 

ed, Pending Submission > [Submit Application](#)  
Started: 9/15/2022



**Application is signed and pending submission > [Submit Application](#)**

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  - Logoff
- [Show All](#) [Hide All](#)

### Submit Your New HUB Application

If you are ready to submit your application, check the box below and click **Submit Application**. Once submitted, the application cannot be edited.

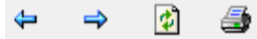
By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules, and requirements of the program.

### View Your New HUB Application

### Edit Your New HUB Application

# Application Submission Confirmation



- Home
- View >>
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- Logoff

[Show All](#) [Hide All](#)

## Certification Application: Submit New HUB Application

Help & Tools

Main Documents Signature **Submit** Q & A Utilities Cert List

### Really Great Paper Company

Status: **Submitted, Pending Receipt**

Type: **New HUB Application**

Started: **9/15/2022**

App #: **6851289**

Submitted: **9/16/2022**

Thank you for your submittal. Your certification application number is **6851289**. Please reference this number in all correspondence.

Applicants can expect to receive a final determination on their application within 90 days. During this time, you may be contacted to supply additional information and/or supporting documentation; a delay in your response will result in an extended period of review.

The Texas Comptroller of Public Accounts reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.



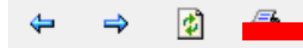
View and Print New HUB Application For Your Records

### Customer Support

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# Dashboard and Certification Application Status



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## Dashboard

Displaying records assigned to your company ▾

### Certification Applications

	Pending Submission	Pending Receipt	Pending Processing
Status	0	1	0

## Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

## Key Actions

### [Renew/Apply for Certification](#)

[Take a Training Class](#)

[Watch a Training Video](#)

[Activate Enhanced Account Security](#)

## Alerts

No Activated Alerts. [View Pending Alerts](#).

## Configure

[Change Your Password](#)

[Activate Enhanced Account Security](#)

[Edit Your User Account Settings](#)

[View, Vote, & Post to the Wish List](#)

[Business Info](#)

[Profile Setup](#)

[List/Add Users](#)

[Main Contacts](#)

[Commodity Codes](#)

[EEO/Workforce Comp.](#)



# APPLICATION BEST PRACTICES

# Certification Application Deadlines

- ▶ You have **90 days to complete your application** once you have started the application process
  - You can extend your 90 days up to 2 times of one-week intervals
- ▶ We currently have a **4 to 5 months waiting period** before an application is assigned to a Certification Analyst
- ▶ Applications can take **up to 90 days to be approved** after assigned and reviewed by Certification Analyst,
  - This is dependent on the applicant providing accurate documentation and responding quickly to inquiries from the Analyst.

# Best Practices

- 1) [Texas Statewide HUB System](#) works best with Google Chrome
- 2) Make sure you select the CORRECT BUSINESS TYPE
- 3) Make sure you review the checklist and gather your business structure mandatory/supplementary documents. Upload/save to computer as PDF electronically beforehand for a quicker submission
- 4) Make sure you use up-to-date contact information (section 2)
- 5) Make sure you use accurate NIGP codes (section 2) that describe goods and services you know you can provide. NIGP code should contain 5 digits not ending in 00 (example: 915-21)
- 6) Signature must be done on a computer with a mouse for best results



# QUESTIONS?

STATEWIDE HUB PROGRAM  
[www.Texas4HUBS.org](http://www.Texas4HUBS.org)

1-888-863-5881 | 512-463-5872  
[statewideHUBprogram@cpa.texas.gov](mailto:statewideHUBprogram@cpa.texas.gov)