



WASHINGTON METROPOLITAN TRANSIT AUTHORITY SMALL BUSINESS PROGRAMS OFFICE

Document Checklist for Three-Year Audit Review

REQUIRED DOCUMENTS (every three years)

Please provide checked documents.

<input checked="" type="checkbox"/> No Change Affidavit	Available in the supplier portal, must be notarized.
<input checked="" type="checkbox"/> Business Federal Tax Return	Provide taxes for the most recent year, including all schedules and forms filed by the firm. Include affiliates business Federal taxes. (Please make sure we have in file taxes from the last 3 years)
<input checked="" type="checkbox"/> Personal Federal Tax Return	Provide taxes for the most recent year for each owner constituting 51% ownership, including all schedules and forms. (Please make sure we have in file taxes from the last 3 years)
<input checked="" type="checkbox"/> Home State Certification Letter	Companies outside the District of Columbia must provide copy of the most recent DBE certification letter.
<input checked="" type="checkbox"/> Three-Year Audit Report Form	Attached
<input checked="" type="checkbox"/> Personal Net Worth Statement (Click here to access the form)	Document must be notarized