

Entity Guidance Document

What you need to bring to a Social Equity Application Assistance Appointment for an Adult-Use Step 1 Entity Prequalification Application.

If pursuing licensure as an entity, you will not need to utilize the sole proprietor guidance document.

<input type="checkbox"/> Articles of Organization <ul style="list-style-type: none"> • Begin by searching for an available business entity name through the Business Entity Search available through Corporations, Securities & Commercial Licensing (CSCL). • The business entity will then need to be registered here with CSCL.
<input type="checkbox"/> Apply for a Federal Employee Identification Number <ul style="list-style-type: none"> • Complete the application for a FEIN with the IRS.
<input type="checkbox"/> Certificate of Assumed Name (if applicable) <ul style="list-style-type: none"> • The form to submit your Certificate of Assumed Name, should you choose to use one, must be submitted to CSCL.
<input type="checkbox"/> Certificate of Good Standing <ul style="list-style-type: none"> • A copy of the Certificate of Good Standing can be ordered through CSCL.
<input type="checkbox"/> Approval to Conduct Business in Michigan (if applicable) <ul style="list-style-type: none"> • This Application for Certificate of Authority must be used to obtain a Certificate of Authority to Transact Business in Michigan. The document is obtained and submitted to CSCL.
<input type="checkbox"/> Authorizing Resolution
<input type="checkbox"/> Copy of Operating Agreement or Bylaws
<input type="checkbox"/> Copy of Organizational Structure <ul style="list-style-type: none"> • Please see page 9 in the Entity Prequalification Application. • Please note that the eligible social equity participant(s) will need to hold majority ownership (greater than 50%) of the main applicant to qualify for fee reductions.
<input type="checkbox"/> Regulation Documents (if applicable) <ul style="list-style-type: none"> • Copy of cannabis licenses (if applicable) • A summary of facts and circumstances concerning license denial, restriction, revocation, suspension, or nonrenewal (if applicable)
<input type="checkbox"/> Tax Compliance Documents <ul style="list-style-type: none"> • Has the entity ever been served with, or had filed against it, a complaint or other notice regarding the delinquent payment of any tax required under federal, state, local, or foreign jurisdictions? <ul style="list-style-type: none"> a. If yes, provide the requested information for each delinquent tax payment and provide all applicable required supporting documents (e.g., copy of notice of tax liability due).
<input type="checkbox"/> Litigation Documents (if applicable) <ul style="list-style-type: none"> • Has the entity been a party to any litigation during the past 5 years (e.g., fraud, environmental, food safety, alcohol, tobacco, labor, employment, worker’s compensation, discrimination, and tax laws and regulations)? <ul style="list-style-type: none"> • If yes, provide the requested supporting documents.

Social Equity Plan

- This plan details how the entity plans to positively impact communities that have been disproportionately impacted by cannabis prohibition. For further guidance, please see the [Social Equity Plans Bulletin](#).

 Attestations

- All [Attestations](#) will need to be completed and brought with you to the session.
- Attestation 1-E Confirmation of Tax Compliance will need to be submitted to the Michigan Department of Treasury.
 - Part A is completed by the individual authorized to sign on behalf of the entity.
 - Part B is completed by the designee of the Michigan Department of Treasury.
- The Acknowledgement of Attestations: **Do not sign this form until in the presence of a notary.** Indicate by checking the boxes that the applicant acknowledges and consents to each attestation.

 Supplemental Applications

- Supplemental applicants will depend on the ownership structure of the main applicant.
 - Please visit the Adult-Use [Paper Applications, Forms and Resources](#) page for further instruction.

*Please follow the link for the waiver of fees for veterans offered through LARA's [Corporations, Securities & Commercial Licensing](#)

Sole Proprietor Guidance Document

*What you need to bring to a Social Equity Application Assistance Appointment
for an Adult-Use Sole Proprietor Prequalification Application.*

If pursuing licensure as a sole proprietor, you will not need to utilize the entity guidance document.

<input type="checkbox"/> Apply for a Federal Employee Identification Number <ul style="list-style-type: none">Complete the application for a FEIN with the IRS.
<input type="checkbox"/> Copy of Government Issued ID
<input type="checkbox"/> DBA Documentation (if applicable)
<input type="checkbox"/> Regulation Documents (if applicable) <ul style="list-style-type: none">Copy of cannabis licenses (if applicable)A summary of facts and circumstances concerning license denial, restriction, revocation, suspension, or nonrenewal (if applicable)
<input type="checkbox"/> Tax Compliance Documents <ul style="list-style-type: none">W2s and/or 1099s for the most recent year (if no W2s or 1099s exist, submit an explanation)Has the sole proprietor ever been served with, or had filed against it, a complaint or other notice regarding the delinquent payment of any tax required under federal, state, local, or foreign jurisdictions?<ul style="list-style-type: none">If yes, provide the requested information for each delinquent tax payment and provide all applicable required supporting documents (e.g., copy of notice of tax liability due).
<input type="checkbox"/> Litigation Documents (if applicable) <ul style="list-style-type: none">Has the sole proprietor been a party to any litigation during the past 5 years (e.g., fraud, environmental, food safety, alcohol, tobacco, labor, employment, worker's compensation, discrimination, and tax laws and regulations)?<ul style="list-style-type: none">If yes, provide the requested supporting documents.
<input type="checkbox"/> Criminal History Documents (if applicable) <ul style="list-style-type: none">Has the sole proprietor been convicted of any crime under the laws of any jurisdiction?<ul style="list-style-type: none">If yes, provide the requested supporting documents.
<input type="checkbox"/> Social Equity Plan <ul style="list-style-type: none">This plan details how the entity plans to positively impact communities that have been disproportionately impacted by cannabis prohibition. For further guidance, please see the Social Equity Plans Bulletin.

Attestations

- All [Attestations](#) will need to be completed and brought with you to the session.
- Attestation 1-E Confirmation of Tax Compliance will need to be submitted to the Michigan Department of Treasury.
 - Part A is completed by the sole proprietor.
 - Part B is completed by the designee of the Michigan Department of Treasury.
- The Acknowledgement of Attestations: **Do not sign this form until in the presence of a notary.** Indicate by checking the boxes that the applicant acknowledges and consents to each attestation.

 Supplemental Applications

- Supplemental applicants will consist of managerial employees who can make policy and business decisions on behalf of the owner.
- Please visit the Adult-Use [Paper Applications, Forms and Resources](#) page for further instruction.

*Please follow the link for the waiver of fees for veterans offered through LARA's [Corporations, Securities & Commercial Licensing](#)

Supplemental Individual Guidance Document

*What you need to bring to a Social Equity Application Assistance Appointment
for an Adult-Use Supplemental Individual Prequalification Application.*

<input type="checkbox"/> Copy of Government Issued ID
<input type="checkbox"/> Regulation Documents (if applicable) <ul style="list-style-type: none">• Copy of cannabis licenses (if applicable)• A summary of facts and circumstances concerning license denial, restriction, revocation, suspension, or nonrenewal (if applicable)
<input type="checkbox"/> Tax/Financial Documents <ul style="list-style-type: none">• W2s and/or 1099s for the most recent year (if no W2s or 1099s exist, submit an explanation)• Has the supplemental individual ever been served with, or had filed against it, a complaint or other notice regarding the delinquent payment of any tax required under federal, state, local, or foreign jurisdictions?<ul style="list-style-type: none">• If yes, provide the requested information for each delinquent tax payment and provide all applicable required supporting documents (e.g., copy of notice of tax liability due).
<input type="checkbox"/> Civil Litigation Documents (if applicable) <ul style="list-style-type: none">• Has the supplemental individual been a party to any litigation during the past 5 years (e.g., fraud, environmental, food safety, alcohol, tobacco, labor, employment, worker's compensation, discrimination, and tax laws and regulations)?<ul style="list-style-type: none">• If yes, provide the requested supporting documents.
<input type="checkbox"/> Criminal Litigation Documents (if applicable) <ul style="list-style-type: none">• Has the supplemental individual been convicted of any crime under the laws of any jurisdiction?<ul style="list-style-type: none">• If yes, provide the requested supporting documents.
<input type="checkbox"/> Attestations <ul style="list-style-type: none">• All Attestations will need to be completed and brought with you to the session.• Attestation 1-E Confirmation of Tax Compliance will need to be submitted to the Michigan Department of Treasury.<ul style="list-style-type: none">• Part A is completed by the supplemental individual.• Part B is completed by the designee of the Michigan Department of Treasury.• The Acknowledgement of Attestations: Do not sign this form until in the presence of a notary. Indicate by checking the boxes that the applicant acknowledges and consents to each attestation.