



## Supplemental Applicant Required Documentation

### Documentation Required for a Supplemental Entity:

- [Supplemental Entity Prequalification Application \(SEPA\)](#)
- Copy of Bylaws or Other Governing Documents (if applicable)
- Certificate of Good Standing
- Approval to Conduct Business Transactions in Michigan (if applicable)
- Authorizing Resolution (if applicable)
- Certificate of Assumed Name (if applicable)
- Debt, Bankruptcy, Insolvency Documents (if applicable)
  - A copy of the discharge documents
- Tax Liability Documents (if applicable)
  - A copy of the initial Notice of Lien & Notice of Release
  - Explanation – Cause and outcome of lien
  - A copy of the payment plan documentation
- Valid copy of Regulation Documents (if applicable)
- Litigation Documents (if applicable)
  - A copy of the Complaint
  - A copy of the Judgement
  - Explanation – Cause and outcome of litigation

## **Documentation Required for a Supplemental Individual:**

- [Supplemental Individual Prequalification Application \(SIPA\)](#)
- Livescan Form
- Valid copy of a government issued ID
- W2s, 1099s, and/or Schedule K-1s for the past 12 months
  - Submit an explanation if there are not any W2s, 1099s, and/or Schedule K-1s
- Debt, Bankruptcy, Insolvency Documents (if applicable)
  - A copy of the discharge documents
- Tax Liability Documents (if applicable)
  - A copy of the initial Notice of Lien & Notice of Release
  - Explanation – Cause and outcome of lien
  - A copy of the payment plan documentation
- Valid copy of Regulation Documents (if applicable)
- Criminal History Documents (if applicable)
  - A copy of all documentation pertaining to the charge
  - Explanation – Cause and outcome of charge
- Litigation Documents (if applicable)
  - A copy of the Complaint
  - A copy of the Judgement
  - Explanation – Cause and outcome of litigation