



Supplemental Applicant Required Documentation

New/Updated Documentation Required for a Supplemental Entity:

- [Supplemental Entity Prequalification Application \(SEPA\)](#)
- Copy of Bylaws or Other Governing Documents - Only if any information has changed
- Certificate of Good Standing - Only if any information has changed
- Approval to Conduct Business Transactions in Michigan - Only if any information has changed
- Authorizing Resolution - Only if any information has changed
- Certificate of Assumed Name - Only if any information has changed
- New and/or Updated Debt, Bankruptcy, Insolvency Documents (if applicable)
 - A copy of the discharge documents
- New and/or Updated 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
- New and/or Updated Valid copy of Regulation Documents (if applicable)
 - An updated copy is required if the previously submitted copy has expired
- New and/or Updated Litigation Documents (if applicable)
 - A copy of the Complaint
 - A copy of the Judgement
 - Explanation – Cause and outcome of litigation

New/Updated Documentation Required for a Supplemental Individual:

- [Supplemental Individual Prequalification Application \(SIPA\)](#)
- Valid copy of a government issued ID – if previous copy has expired
- 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
- New and/or Updated Debt, Bankruptcy, Insolvency Documents (if applicable)
 - A copy of the discharge documents
- New and/or Updated 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
- New and/or Updated Valid copy of Regulation Documents (if applicable)
 - An updated copy is required if the previously submitted copy has expired
- New and/or Updated Criminal History Documents (if applicable)
 - A copy of all documentation pertaining to the charge
 - Explanation – Cause and outcome of charge
- New and/or Updated Litigation Documents (if applicable)
 - A copy of the Complaint
 - A copy of the Judgement
 - Explanation – Cause and outcome of litigation