



Government Certification Specialists Inc.

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## 8(a) Checklist for a Corporation

Version 1.0

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Please contact us if you need more help with this document.

**Description:** This file contains an 8(a) application checklist of mandatory baseline documentation required from each and every corporation that applies to the 8(a) program, plus sequential placeholder pages you can use to compile your 8(a) application in order. (Please note that the SBA is allowed to ask you for additional documents beyond the baseline set listed here.) Tips are included on how to submit these paper-based documents to the SBA.

**Instructions:** When you fill out your online 8(a) application, you complete a variety of forms online such as the SBA Form 1010, the IRS Form 4506-T, the SBA Form 912, etc. Those items are not listed in this checklist because you automatically create these items yourself when you fill out an online electronic 8(a) application. Simply print your completed online 8(a) application, attach all of the extra documents listed inside this checklist produced by GCS Inc., then mail everything bundled together to the appropriate SBA office for processing.

As with everything you submit to the SBA, please keep original documents and send SBA copies only.

### For more 8(a) application assistance, please contact:

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Check out our 8(a) certification blog—the longest running blog of its kind—for up-to-date 8(a) program news and announcements of interest to the small disadvantaged business community:

<http://get8acertified.wordpress.com/>

**Important Legal Disclaimer:** This document and all similar templates provided by GCS Inc. are intended to help business owners comply with Small Business Administration's 8(a) program documentation requirements as well as meet your company's basic legal needs. Please note that this legal information is not the same as legal advice or legal counseling, which is the application of law to an individual's specific circumstances. Although we go to great lengths to ensure the information presented in this document is accurate and useful, we recommend you consult with an attorney if you want professional assurance that the information provided, and your interpretation or application of it, is appropriate to your particular situation. GCS Inc. cannot be held liable for inaccuracies or misstatements within your personal and company information.

SAMPLE



## **SBA 8(a) Checklist with Placeholders**

**Corporation Version**

### **BEFORE YOU BEGIN, PLEASE NOTE THE FOLLOWING:**

This checklist lists all of the paper attachments you will attach to the printout of your electronic 8(a) application; it does not list items that .... **(The Checklist, placeholder instructions and templates continue for 54 pages)**