



WASHINGTON STATE  
OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES

P.O. Box 41160, Olympia, Washington 98504-1160

Toll Free 1-866-208-1064, Tel Main Line 360-664-9750 or 360-664-9770, Fax 360-586-7079

### Do I Need the BUSINESS STRUCTURES Form?

File BUSINESS STRUCTURES Form with FILE # if the certified firm or eligible owner(s) has made any changes.<sup>1</sup>

IF the applicant...	THEN complete...	AND SUBMIT copies of...
Changes contact person	-Section 1, A(1)	
Moves business outside of home	-Section 1, A(3)-(9)	-Lease/purchase agreement -Proof of payment
Changes business name <sup>2</sup>	-Section 1, A(2)	-Update Master Business License with name changes
Changes business structure or legal character	-Section 1, A(2) & B	-Update Master Business License with name changes -Required documents identified in Section 1, B based on type of business structure
Changes relationships with other businesses	-Section 1, C	-Required documents identified in Section 1, C
Loses owner(s), partner(s), shareholder(s), or member(s), officer(s), director(s), or manager(s)	-Section 1, F	-Purchase/sell agreement with proof of payments -Legal documents applicable to the business structure (example: minutes, cancelled stock certificates, stock ledger, etc., for a corporation)
Adds or changes owner(s), partner(s), shareholder(s), LLC manager(s) or member(s)	-Sections 2 & 4 -Personal Financial Statement Forms(s) for DBE -Affidavit for M/WBE program -Affidavit of Certification for DBE program	-Required documents identified in Sections 2 A & B -Resume for owner(s) -Last three (3) years of personal tax returns for eligible owners (DBE)
Adds or changes officer(s), director(s), principal(s), or manager(s)	-Sections 2 & 4 -Affidavit for M/WBE program -Affidavit of Certification for DBE program	-Required documents identified in Sections 2 A & B -Resume for new key personnel
Changes in business description	Section 3	-Required documents identified in Section 3 B & D -Revised resume for eligible owner(s) demonstrating technical expertise in new activities
Changes in control of the firm	Section 4	-Resumes for each new owner or non-owner

<sup>1</sup> For example, the business moves, ownership changes, the legal character changes, the direction of the business changes.

<sup>2</sup> Does not include adding legal character labels to the business name (for example: Inc., LLC, Ltd.) To add any legal character label, you must also change the actual legal character of the firm (for example, incorporate or form an LLC).



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