

Entity Validation Documentation Checklist

A guide and checklist for deciding which documents to attach to your SAM.gov entity validation incident.

May 2022



What documentation should I attach?

When you create the incident to validate your entity information, if requested, you must attach **acceptable documents** that prove your entity's legal business name, physical address, date of incorporation, and state of incorporation (U.S. entities) or national identifier (non-U.S. entities).

What is an acceptable document?

It's a document that [an authoritative source](#) has used as evidence that your entity is what you say it is. See links to acceptable documents [here](#).

How many attachments should I provide?

Use as many attachments as needed to verify your information. If you have one acceptable document that includes all the requested information, you can attach just that document.

Do I have to include my address on every document?

Proof of state or date of incorporation documents may include only your current legal business name (without the address), **but you must always submit with it at least one document, less than five years old, with your correct and current name and address.**

What file types are accepted?

Recommended file types are PDF, PNG, JPG/JPEG, BMP.

What if my proof of state or date of incorporation (or founding) is very old or the name or address has changed since the entity originally was established?

If you are providing original documentation that is not current (e.g., a name change has occurred or the entity address has changed), or if the documentation you are providing is older than five years, **you must also submit additional, recent documentation** that proves that the change happened (e.g., transfer of business) along with your original paperwork. Provide details in the [incident text box](#) on SAM.gov for why there is a discrepancy between the documents you provided and indicate which information is current.

IMPORTANT: At least one document you submit must show, at a minimum, **your entity's current legal business name and correct, current physical address together in the same document that is no older than 5 years. All documents must be in English or have a certified translation.**

The address on the document must include what you put in your validation search (your current, correct address). Do **not** include documents with old addresses unless you are also including a document with evidence of your current name and current, correct physical address.



Your Checklist:

- This optional checklist is to help you organize your documentation. Do not upload it to SAM.gov.
- Choose documents for each category on the following pages (see category links, below).
- Use one document to show all of the categories, or use as many as needed as long as at least one document contains both the correct legal business name and current, correct physical address.
- [View next steps](#) for how to create an incident, provide details, and attach documents.



Tip: submitting the correct documents is the best way to expedite review of your validation incident!

- Does at least one of your documents show your entity's correct business name and current, correct physical address in the same document (no older than 5 years)?

Category/categories to validate (choose those that need to be updated or verified)	Document(s) must include at least this minimum information
Legal Business Name and Physical Address	<input type="checkbox"/> Current Legal Business Name <input type="checkbox"/> Current Physical Address
State and Date of Incorporation	<input type="checkbox"/> Current Legal Business Name <input type="checkbox"/> State (or country) and Date of Incorporation (Month, Day, Year) <input type="checkbox"/> Evidence (stamp/receipt, etc.) showing that it was filed or registered
National Identifier (non-U.S. entities only)	<input type="checkbox"/> Current Legal Business Name <input type="checkbox"/> National Identifier



Documents to Validate **Legal Business Name and Physical Address**

Entity Type	 Attach These Acceptable Documents (examples)	 Unacceptable Documents - Do Not Attach
All Entities	<ul style="list-style-type: none"> ● Certified copies of the following: <ul style="list-style-type: none"> ● Share certificates ● Articles of organization/incorporation ● Tax returns/filings* ● Certificate of formation ● Articles of formation ● Certificate of organization ● Utility bills ● Bank statements* ● “Doing business as” documentation ● Stock ownership ● Employer Identification Number documentation from IRS ● Tax ID confirmation documents from IRS ● Company bylaws ● Operating agreements ● Non-expired driver’s license (does not need to be a REAL ID)—sole proprietors and individuals doing-business-as only 	<ul style="list-style-type: none"> ● Applications you submitted without evidence of receipt or approval from an authority ● Your own documents that have not been stamped or verified by an authority ● Screenshots from SAM.gov, dla.CAGE.mil, or any other government system that stores your name and address ● Federal contract or grant award documents ● DUNS profiles ● Notarized entity administrator letters ● IRS form W-9 (request for Taxpayer Identification Number) and IRS form SS4 (application for an Employer Identification Number) ● Leases ● Passports, unless they include the current physical address

This is a list of examples. We accept documentation from state or federal verifiers (or a city/county in rare cases of at-home businesses that would involve an address validation), or a utility that requires a credit verification. We do not accept documentation that does not have proof that it was certified or validated by an authority.

*Tax returns or filings and bank statements should be redacted or limited; they only need to show relevant data to prove the information you are validating is true.



Sample Documents for Legal Business Name and Physical Address

Acceptable for:

- ✓ Legal business name
- ✓ Physical address
- ✓ Shows it was officially accepted by an authoritative source (e.g. a seal, stamp, etc.)

**Electronic Articles of Organization
For
Florida Limited Liability Company**

Article I

The name of the Limited Liability Company is:

ACME, LLC

Article II

The street address of the principal office of the Limited Liability Company is:

123 Main St.
Anytown, FL
12345

The mailing address of the Limited Liability Company is:

[REDACTED]

Article III

The name and Florida street address of the registered agent is:

[REDACTED]

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: [REDACTED]

FILED 8:00 AM
February 25, 2014
Sec. Of State

Unacceptable Documentation

- ✗ Does not contain both legal name and physical address
- ✗ Does not show evidence of official acceptance
- ✓ Contains legal business name

CORPORATE BYLAWS

of

[REDACTED]

ARTICLE I
Company Formation

1.01. **FORMATION.** This Corporation is formed pursuant to the the laws of the State of _____.

1.02. **CORPORATE CHARTER COMPLIANCE.** The Board of Directors (the "Board") acknowledges and agrees that they caused Articles of Incorporation to be filed with the relevant state authority and all filing fees have been paid and satisfied.

1.03. **REGISTERED OFFICE & REGISTERED AGENT.** The registered office of the corporation shall be as stated in the Articles of Incorporation, unless amended. The address of the registered office may be changed from time to time. The Corporation must maintain a statement of acceptance from the Corporation's current registered agent.

1.04. **OTHER OFFICES.** The Corporation may have other offices as selected by the Board of Directors.

1.05. **CORPORATE SEAL.** The Corporation may adopt a corporate seal and use of a corporate seal is optional.

1.06. **PURPOSE.** This Corporation is formed to engage in any lawful business.

1.07. **ADOPTION OF BYLAWS.** These corporate bylaws are hereby adopted.

ARTICLE 2
Board of Directors

2.01. **INITIAL MEETING OF THE BOARD.** The Board of Directors shall meet at the time and place necessary to begin the business operations of the Corporation.

Tip: For this to be an acceptable document for legal business name, it would need to include both the legal business name and physical address and have a seal or other proof that it was filed with an authority.

Sample Documents for Legal Business Name & Physical Address

Acceptable for:

- ✓ This is an approved document type
- ✓ Legal business name
- ✓ Physical address (if it's the same as the Service Location on this sample statement)

ComEd
An Exelon Company

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Account Number 999999999

Bill Summary

Name	COMED COMMERCIAL CUSTOMER	Previous Balance	\$301.63
Service Location	100 MAIN ST CHICAGO	Total Payments - Thank You	\$301.63
Phone Number	999-999-9999	Amount Due on February 15, 2022	\$332.82

Issue Date: January 31, 2022

Meter Information

Read Dates	Meter Number	Load Type	Reading Type	Previous	Meter Reading Present	Difference	Multiplier	Usage
12/29-1/31	999999999	General Service	Total kWh	77101 Actual	79000 Actual	1959	1	1959
12/29-1/31	999999999	General Service	On Pk kW	0.00 Actual	10.82 Actual	10.82	1	10.82
12/29-1/31	999999999	General Service	Off Pk kW	0.00 Actual	11.17 Actual	11.17	1	11.17

Service from 12/29/2021 to 1/31/2022 - 33 Days Commercial Demand - 0 to 100 kW

Electricity Supply Services \$164.08

- Electricity Supply Charge: 1,959 kWh X 0.06522 = 127.77
- Transmission Services Charge: 1,959 kWh X 0.01353 = 26.51
- Purchased Electricity Adjustment: 9.80

Delivery Services - ComEd \$116.19

- Customer Charge: 17.32
- Standard Meter Charge: 5.75
- Distribution Fee: 10.82 kW X 8.38000 = 90.67
- Electricity Non-Charge: 1,959 kWh X 0.00125 = 2.45

Taxes and Other \$52.55

- Environmental Cost Recovery Adj: 1,959 kWh X 0.00053 = 1.04
- Renewable Portfolio Standard: 1,959 kWh X 0.00502 = 9.83
- Zero Emission Standard: 1,959 kWh X 0.00195 = 3.82
- Energy Efficiency Programs: 1,959 kWh X 0.00363 = 7.11
- Energy Transition Assistance: 1,959 kWh X 0.00082 = 1.61

Return only this portion with your check made payable to ComEd. Please write your account number on your check.

Unacceptable Documentation

- ✗ Even with the correct information, leases are unable to be verified and are not considered an acceptable form of documentation.

State of _____ Rev. 133A0C8

COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement (this "Agreement") is made this _____, 20____, by and between _____, an entity with its principal place of business at _____ ("Landlord") and _____ ("Tenant"). In consideration of the parties agree as follows:

1. Demised Premises. The premises leased shall consist of a portion of a complex located at _____ ("Demised Premises").

a) Description of Premises. The Demised Premises shall be a portion of a complex located at the street address of _____ in the city of _____ as shown on the property map attached as Exhibit _____.

b) Size of Premises. The Demised Premises consist of _____ square feet and comprises approximately _____% of the total leaseable area and is commonly known as _____. The square footage of the Demised Premises shall be determined by measuring from the outside of all exterior walls to the centerline walls. Landlord's architect or building contractor may measure the Demised Premises to make a final determination of the size.

c) Reserved Uses. Landlord reserves to itself the use of _____, roof, _____ walls, and the area above and below the Demised Premises, together with the right to _____, maintain, use, repair, and replace pipes, ducts, conduits, wires and structural elements _____ through the Demised Premises and which serve either the Demised Premises or _____ of the Real Property.



d) Common Area. Landlord grants to Tenant _____ the right to use, in common with all other tenants or occupants of the Real Property, the _____ Common Area of the Real Property. The term "Common Area" shall mean all _____ and _____ provisions in the Real Property, which are not leased or held for lease _____ term _____ and shall maintain the Common Area in good repair and reasonably clear of _____ debris. The _____ shall at all times be subject to the exclusive control and management of _____. Landlord shall have the right from time-to-time to:

e) Parking Spaces. Landlord agrees that Tenant, including its guests, employees, agents, and customers, has the right to use any of the parking space(s) located in the _____. Tenant accepts and understands that parking privileges granted are personal to the Tenant and such parking privileges may be assigned or sublet. Tenant will pay Landlord a fee of \$ _____ on a _____ basis for the use of such parking privileges.

INITIAL _____ DATE _____
Commercial Lease Agreement (Rev. 133A0C8) 1 / 16

Tip: Even if a contract has the correct information, it has to be on the list of Acceptable Documents to be accepted.

Documents to Validate **State and Date of Incorporation**

Entity Type	 Attach These Acceptable Documents (examples)	 Unacceptable Documents - Do Not Attach
<ul style="list-style-type: none"> • All Entities Located in the U.S. • Tribal Governments • U.S. Territories 	<ul style="list-style-type: none"> • Anything from the Legal Business Name list that also includes the state and date of incorporation • Entities that are not incorporated may be able to submit other documentation. 	<ul style="list-style-type: none"> • Applications you submitted without evidence of receipt/approval from an authority • Your own documents that have not been stamped/verified by an authority • Screenshots from SAM.gov, dla.CAGE.mil, or any other government system that stores your name and address • DUNS profiles • Federal contract or grant award documents • Notarized entity administrator letters • IRS form W-9 (request for Taxpayer Identification Number) and IRS form SS4 (application for an Employer Identification Number) • Leases
International Entities	<ul style="list-style-type: none"> • Anything from the Legal Business Name list that also includes the country and date of incorporation • Entities that are not incorporated may be able to submit other documentation. 	

This is a list of examples. We accept documentation from state or federal verifiers (or a city/county in rare cases of at-home businesses that would involve an address validation), or a utility that requires a credit verification. We do not accept documentation that does not have proof that it was certified or validated by an authority.

What if my entity is not incorporated?

If it is requested of you during entity validation, you must provide documents that match and support the date you entered into the Date of Incorporation field in SAM.gov. If your entity is not incorporated, provide documentation of the date that your entity legally began doing business, was founded, or was established.

For example:

- The date a university department was founded.
- The date a sole proprietorship provides received their EIN.
- The date a township or city office was established.



In addition to entering this on the validation screen in SAM.gov, the documentation you submit (if requested) must display this date.

If you looked at the guidance on the [State and Date of Incorporation document list](#) and did not see any documentation that fits for your entity, check the next page for [examples of documents](#) that have been accepted or rejected for validation of entities without a date of incorporation.

Note: it is not typical for entities that are individual people (i.e. sole proprietors and those doing-business-as) to be asked for date of incorporation documentation. You do not need to include evidence for state and date of incorporation unless it's requested of you during entity validation.



Non-Incorporated Entities: Additional Documents for **Date and State of Incorporation**

Entity Type	 Attach These Acceptable Documents (examples)	 Unacceptable Documents - Do Not Attach
Sole Proprietors, DBA	If nothing on the State and Date of Incorporation list fits for you, instead you could provide: <ul style="list-style-type: none"> • Schedule C from the year you started doing business with evidence that it was filed, such as a preparer’s name, e-filing software receipt <i>If you are an individual who is part of a partnership, the year the partnership was formed might be the correct information and documentation.</i>	<ul style="list-style-type: none"> • Passports • Driver’s licenses
Partnerships	If nothing on the State and Date of Incorporation list fits for you, instead you could provide: <ul style="list-style-type: none"> • Formation documents, partnership agreements • Partnership Tax Return* showing when the partnership was initiated 	<ul style="list-style-type: none"> • Unfiled partnership agreements
<ul style="list-style-type: none"> • State/Local Government Entities (e.g., a town, state office or department) • U.S. Territory Entities • Tribal Government Entities 	If nothing on the State and Date of Incorporation list fits for you, instead you could provide: <ul style="list-style-type: none"> • Town charter • Documentation from state governments for town existence • Governor’s declarations • Formal resolution from town council establishing office 	<ul style="list-style-type: none"> • Photos of your town’s sign • Documentation from your own government (must be certified outside of your governing body)



This is a list of examples. We accept documentation from state or federal verifiers (or a city/county in rare cases of at-home businesses that would involve an address validation), or a utility that requires a credit verification. We do not accept documentation that does not have proof that it was certified or validated by an authority.

*Tax returns or filings and bank statements should be redacted or limited; they only need to show relevant data to prove the information you are validating is true.

Sample Documents for State and Date of Incorporation

Acceptable for:

- ✓ This is an approved document type
- ✓ Legal business name
- ✓ State where your business is established
- ✓ Year you started receiving income

Form 990 Return of Organization Exempt From Income Tax
OMB No. 1545-0047
2019
Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

tax year beginning 10/01, 2019, and ending 09/30, 2020

Organization: ABC, Connecticut
Address: ABC, Connecticut
City or town, state or province, country, and ZIP or foreign postal code: CON, DC, 20037

1 Rents \$
2 Royalties \$
3 Other income \$
4 Federal income tax withheld \$

5 Fishing boat proceeds \$
6 Medical and health care payments \$

7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale \$
8 Substantive payments received to an individual \$
9 Crop insurance proceeds \$
10 Section 408A deferrals \$

11 Excess parachute payments \$
12 Nonqualified deferred compensation \$
13 State tax withheld \$
14 State payer's state no. \$

15 State income \$
16 Revenue less expenses. Subtract line 18 from line 12 \$

17 Total assets (Part X, line 16) \$
18 Total liabilities (Part X, line 26) \$
19 Net assets or fund balances. Subtract line 21 from line 20 \$

20 Total assets (Part X, line 16) \$
21 Total liabilities (Part X, line 26) \$
22 Net assets or fund balances. Subtract line 21 from line 20 \$

Signature of officer: [Redacted] Date: 04/21/2021

Prepared by: James Preparer Date: 04/21/2021

DBA example

LLC example



Unacceptable Documentation

- ✗ Even with the name of the city entity and the year on the sign, this is not officially certified documentation so it is not an approved document for this criteria.



Tip: Instead, include the official charter of your town, a governor's declaration, or other officially recognized documentation.

Documents to Validate **National Identifier**

Entity Type	 Attach These Acceptable Documents (examples)	 Unacceptable Documents - Do Not Attach
<ul style="list-style-type: none"> ● All Entities Located in the U.S. ● Tribal Governments ● U.S. Territories 	<ul style="list-style-type: none"> ● Not Required 	<ul style="list-style-type: none"> ● N/A
International Entities	<ul style="list-style-type: none"> ● Employer Identification Number Documentation ● Tax Identification Documents* ● Tax Returns/Filings* <p><i>All documents must be translated into the English language following these guidelines.</i></p>	<ul style="list-style-type: none"> ● Applications you submitted without evidence of receipt/approval from an authority ● Screenshots from SAM.gov, dla.CAGE.mil, or any other government system that stores your name and address ● Federal contract or grant award documents ● DUNS profiles ● Notarized entity administrator letters ● Documents in languages other than English without translation

This is a list of examples. We accept documentation from state or federal verifiers (or a city/county in rare cases of at-home businesses that would involve an address validation), or a utility that requires a credit verification. We do not accept documentation that does not have proof that it was certified or validated by an authority.

*Tax returns or filings and bank statements should be redacted or limited; they only need to show relevant data to prove the information you are validating is true.

**Your national identifier is issued by the government of your country and could be your passport number, driver's license number, or other national or tax identification number.

If you use a Tax Identification Number (TIN), you can only use one that has all numeric values (no letters or special characters).

English Translation Guidance

If you submit a document containing foreign language to SAM.gov, you **must** also include a **full English language translation of that document with certification**. You will attach a copy of both the original document and the full English translation.

The translator must certify the translation as complete and accurate, and by the translator's certification, assert that he or she is competent to translate from the foreign language into English. We suggest using this format which includes the translator's name, signature, address, and certification date on the translated document.

Certification by Translator

I [insert typed name], certify that I am fluent (conversant) in the English and [insert foreign language] languages, and that the above/attached document is an accurate translation of the document attached entitled [insert translated document name].

[Signature]

[Typed Name]

[Address]

[Certification Date]



Example Scenario

An entity administrator for ACME, LLC entered the following current information on the entity validation screen*:

Entity Legal Business Name: ACME, LLC

Physical Address: 123 Main St. Anytown, HI 96701

Date/State of Incorporation: January 1, 1957

Because the entity changed **physical addresses** recently, the potential entity matches offered in SAM.gov didn't show the correct, current address.

The **date of incorporation**—or founding—could also not be validated.

The administrator was requested to provide documentation to support both of these pieces of entity information.

Fortunately, they have a copy of their originally approved **articles of organization**. But because the information is older than 5 years, and because the address is not current the administrator must also include another document. The administrator chooses a recent **utility bill** that displays both the correct legal business name and the correct, current physical address.

Together, these documents show adequate evidence of the information that needs to be updated in SAM.gov for this entity.

The image displays three documents related to the entity ACME, LLC. The top document is the 'ARTICLES OF ORGANIZATION FOR LIMITED LIABILITY COMPANY' from the State of Hawaii, Department of Commerce and Consumer Affairs. It lists the company name as ACME, LLC and the mailing address as 123 Main St. Anytown, HI 96701. The date of incorporation is January 1, 1957. The middle document is a ComEd utility bill for ACME, LLC, showing a meter reading of 1908 and a total usage of 19.82 kWh for the month of January 2022. The bottom document is a 'Certificate of Incorporation' for ACME, LLC, dated January 1, 1957, signed by the Interim Director of Commerce and Consumer Affairs. A large 'Sample' watermark is overlaid on the documents.

TIP: If the entity had been organized more recently (less than 5 years) the articles of organization could have been used alone if the address was current and correct.

Also, if just the physical address had been out of date, and there was no a need to validate the date of incorporation, the administrator could have included just the utility bill, which has the correct, current physical address along with the legal business name.

 *For Illustrative Purposes Only

Creating an Incident: Attach Documents and Complete the Text Box

Read this [article](#) about how to create an incident and attach your documents.

Note: When you create an incident, there is a text box on the screen. Please clearly state what is not correct about the matches presented or state that no matches were presented. Clearly state the correct name, address, or other data for which you are providing documentation. Provide the name (electric bill, articles of incorporation, etc.) of the document(s) you are including and what each should be used to validate. Providing as much detail as possible will help the validation agents reviewing your incident resolve the issue.

For example:

“My entity physical address does not show in any of the matches I was presented. My correct name and address is _____. I included a recent utility bill with my correct legal business name and physical address for evidence.”

“My date of incorporation was not accepted. My correct date of incorporation is MM/DD/YYYY. I have included my original articles of organization from MM/DD/YYYY which shows this, but since it’s older than 5 years, I also included a recent utility bill that confirms our current legal business name and current, correct physical address.”

“There were no matches for my entity. I have included my tax return and receipt to show my legal business name, physical address, and the date and state my business was established.”

- [Learn more about](#) what you can expect after submitting your validation incident, including how to [check the status](#) of your validation request.
- Browse our collection of help FAQs [here](#) to learn more about entity validation.
- Did the entity validation team request additional documentation? Did you forget to add a document or find a better document to evidence your entity information after submitting your incident? Follow [these instructions](#) to update your attachments.

