

Required Financial Documents by Business Type Table

All business types (e.g., corporation, sole proprietorship, partnership, etc.) that submit bids for Round 2021 must upload the required financial documents detailed in the Round 2021 Request for Bids (RFB) Instructions in Connexion, the program's secure portal, by the close of the bid window. The tax return extract and the three financial statements (income statement, balance sheet, and statement of cash flows) must be for the same 12-month accounting period and must correspond. For example, if the tax return extract is for the calendar year 2018, the financial statements must also be for the calendar year 2018.

The tax return extract uploaded must be the most recent year (either calendar or fiscal) in which a tax return has been filed with the Internal Revenue Service (IRS). Generally, the tax return extract must be either a 2017 or 2018 tax return extract. However, a 2016 tax return extract may be acceptable for fiscal year filers depending on the business type, form being submitted, and their tax year end date. Please use the table provided below to determine acceptable tax year end dates by business type and form. Only tax return extracts with a tax year ending on or after the applicable tax year end date, indicated in the table below, will be accepted.

Business Type	Form	Tax Year End Date*
Non-Profit	990	On or after 9/1/2017
Sole Proprietor	1040	On or after 10/1/2017
Partnership	1065	On or after 11/1/2017
Corporation	1120	On or after 10/1/2017
S-Corporation	1120s	On or after 11/1/2017

* The opening of the bid window has been moved from June 2019 to July 2019. As a result, the tax year end dates have been revised accordingly. (Updated 5/7/19)

We strongly recommend the use of an accounting professional to prepare your financial statements.

We recommend that you provide an accounting professional with a copy of this ***Required Financial Documents by Business Type*** table, the financial section of the RFB Instructions, and the ***Required Document Checklist***. However, it is the bidder's responsibility to submit required financial documents that are in compliance with the RFB Instructions, regardless of whether it engages the services of an accounting professional. In addition, all financial documents should be prepared in accordance with generally accepted accounting principles (GAAP) to the extent possible. While not GAAP, cash and tax basis financial statements are acceptable.

Business Type	Tax Return Extract	Income Statement	Balance Sheet	Statement of Cash Flows	Credit Report & Numerical Score or Rating
All financial statements must include a legal business name, the reporting period, and level of detail specified below.					
LLC, PC, S or C Corporation	<p>Most current year for which a tax return has been submitted.</p> <p>Note: For a parent/subsidiary, upload IRS Form 851.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Form 1120: pages 1 – 5; (pages 1 – 6 for 2018 returns) <i>or</i> • Form 1120S: pages 1 – 5 (Tax year ending on or after 11/1/2017), <i>or</i> • Schedule C: pages 1 – 2 (Tax year ending on or after 10/1/2017) <i>or</i> • Form 1065: pages 1 – 5 (Tax year ending on or after 11/1/2017), <i>or</i> • Form 990: pages 1 and 9 – 11 (Tax year ending on or after 9/1/2017) 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Revenues • Cost of goods sold, if applicable • Expenses by category • Depreciation, if applicable • Amortization, if applicable • Net income (loss) 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Current assets, if applicable • Total assets • Current liabilities, if applicable • Total liabilities • Equity 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Operating activities • Financing activities, if applicable • Investing activities, if applicable • Increase (decrease) in cash • Beginning cash balance • Ending cash balance 	<p>Dated credit report with score that was issued by the credit reporting agency no earlier than 90 days prior to the opening of the bid window. *</p> <p>See RFB Instructions: Appendix A for date the credit reports/scores must be prepared.</p> <p>MUST BE PREPARED BY ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • Dun & Bradstreet • Experian • Equifax • TransUnion • Standard & Poor's (See Credit Report Tables below for acceptable scores or ratings)

Business Type	Tax Return Extract	Income Statement	Balance Sheet	Statement of Cash Flows	Credit Report & Numerical Score or Rating
All financial statements must include a legal business name, the reporting period, and level of detail specified below.					
Sole Proprietor	<p>Most current year for which a tax return has been submitted.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Schedule C: pages 1 – 2 (Tax year ending on or after 10/1/2017) 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Revenue • Cost of goods sold, if applicable • Expenses by category • Depreciation, if applicable • Amortization, if applicable • Net income (loss) 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Current assets • Total assets • Current liabilities • Total liabilities • Owner's capital 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Operating activities • Financing activities, if applicable • Investing activities, if applicable • Increase (decrease) in cash • Beginning cash balance • Ending cash balance 	<p>Dated credit report with score that was issued by the credit reporting agency no earlier than 90 days prior to the opening of the bid window. *</p> <p>See RFB Instructions: Appendix A for date the credit reports/scores must be prepared.</p> <p>MUST BE PREPARED BY ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • Dun & Bradstreet • Experian • Equifax • TransUnion • Standard & Poor's (See Credit Report Tables below for acceptable scores or ratings)

Business Type	Tax Return Extract	Income Statement	Balance Sheet	Statement of Cash Flows	Credit Report & Numerical Score or Rating
All financial statements must include a legal business name, the reporting period, and level of detail specified below.					
Partnership	<p>Most current year for which a tax return has been submitted</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Form 1065: pages 1 – 5 (Tax year ending on or after 11/1/2017) 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Revenue • Cost of goods sold, if applicable • Expenses by category • Depreciation, if applicable • Amortization, if applicable • Net income (loss) 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Current assets • Total assets • Current liabilities • Total liabilities • Partners' capital 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Operating activities • Financing activities, if applicable • Investing activities, if applicable • Increase (decrease) in cash • Beginning cash balance • Ending cash balance 	<p>Dated credit report with score that was issued by the credit reporting agency no earlier than 90 days prior to the opening of the bid window. *</p> <p>See RFB Instructions: Appendix A for date the credit reports/scores must be prepared.</p> <p>MUST BE PREPARED BY ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • Dun & Bradstreet • Experian • Equifax • TransUnion • Standard & Poor's (See Credit Report Tables below for acceptable scores or ratings)

Business Type	Tax Return Extract	Statement of Activity and Change in Net Assets	Statement of Financial Position	Statement of Cash Flows	Credit Report & Numerical Score or Rating
All financial statements must include a legal business name, the reporting period, and level of detail specified below.					
Non-Profit Organization	<p>Most current year for which a tax return has been submitted.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Form 990: pages 1 and 9 – 11 (Tax year ending on or after 9/1/2017) • Municipality or state-owned organization that is exempt from filing must upload an IRS governmental information letter. • Religious organizations must upload a letter stating they are exempt from IRS filing. IRS Rev. Proc. 96-10 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Revenue • Cost of goods sold, if applicable • Expenses by category • Depreciation, if applicable • Amortization, if applicable • Change in net assets 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Current assets • Total assets • Current liabilities • Total liabilities • Total net assets or fund balances 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>SHOULD INCLUDE:</p> <ul style="list-style-type: none"> • Operating activities • Financing activities, if applicable • Investing activities, if applicable • Increase (decrease) in cash • Beginning cash balance • Ending cash balance 	<p>Dated credit report with score that was issued by the credit reporting agency no earlier than 90 days prior to the opening of the bid window.*</p> <p>See RFB Instructions: Appendix A for date the credit reports/scores must be prepared.</p> <p>MUST BE PREPARED BY ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • Dun & Bradstreet • Experian • Equifax • TransUnion • Standard & Poor's (See Credit Report Tables below for acceptable scores or ratings)

Business Type	Tax Return Extract	The Statement of Revenues, Expenses, and Change in Net Position	Balance Sheet	Statement of Cash Flows	Credit Report & Numerical Score or Rating
All financial statements must include a legal business name, the reporting period, and level of detail specified below.					
Municipality or State Government Component Unit	<p>A tax extract is uploaded only if the municipality or a state government component unit has a tax filing requirement.</p> <p>If exempt from IRS filing, must upload an IRS governmental information letter.</p>	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Revenue • Cost of goods sold, if applicable • Expenses by category • Excess (deficiency) revenues over expenditures • Changes in net position 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Current assets • Total assets • Current liabilities • Total liabilities • Total net assets or fund balances 	<p>Financial statements and tax extract must correspond and cover the same reporting period.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Operating activities • Financing activities, if applicable • Investing activities, if applicable • Increase (decrease) in cash • Beginning cash balance • Ending cash balance • Restricted funds detail, if applicable 	<p>Dated credit report with score that was issued by the credit reporting agency no earlier than 90 days prior to the opening of the bid window.*</p> <p>See RFB Instructions: Appendix A for date the credit reports/scores must be prepared.</p> <p>MUST BE PREPARED BY ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • Dun & Bradstreet • Experian • Equifax • TransUnion • Standard & Poor's (See Credit Report Tables below for acceptable scores or ratings)

Business Type	Tax Return Extract	Income Statement	Balance Sheet	Statement of Cash Flows	Credit Report & Numerical Score or Rating
All financial statements must include a legal business name, the reporting period, and level of detail specified below.					
New Supplier	<p>If a tax return has been filed, refer to the relevant business types above for requirements.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Form 1120: pages 1 – 5; (pages 1 – 6 for 2018 returns) <i>or</i> • Form 1120S: pages 1 – 5 (Tax year ending on or after 11/1/2017), <i>or</i> • Form 1065: pages 1 – 5 (Tax year ending on or after 11/1/2017) <i>or</i> • Schedule C: pages 1 – 2 (Tax year ending on or after 10/1/2017), <i>or</i> • Form 990: pages 1 and 9 – 11 (Tax year ending on or after 9/1/2017) 	<p>Income statements for a 12-month period with actual and pro forma data separately prepared for the months to which they apply.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Revenue • Cost of goods sold, if applicable • Expenses by category • Depreciation, if applicable • Amortization, if applicable • Net income (loss) 	<p>Balance sheets for a 12-month period with actual and pro forma data separately prepared for the months to which they apply.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Current assets • Total assets • Current liabilities • Total liabilities • Stockholders' equity or owner's capital • Non-profit, municipality or state-owned organizations must include total net assets or fund balances instead of stockholders' equity or owner's capital 	<p>Statements of cash flows for a 12-month period with actual and pro forma data separately prepared for the months to which they apply.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Operating activities • Financing activities, if applicable • Investing activities, if applicable • Increase (decrease) in cash • Beginning cash balance • Ending cash balance 	<p>Dated credit report with score that was issued by the credit reporting agency no earlier than 90 days prior to the opening of the bid window.*</p> <p>See RFB Instructions: Appendix A for date the credit reports/scores must be prepared.</p> <p>MUST BE PREPARED BY ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • Dun & Bradstreet • Experian • Equifax • TransUnion • Standard & Poor's (See Credit Report Tables below for acceptable scores or ratings) <p>If a credit report is not available for the business, the principal business owner must supply a personal credit report with numerical score prepared no earlier than 90 days prior to the opening of the bid window by one of the credit agencies listed.</p>

Business Type	Tax Return Extract	Income Statement	Balance Sheet	Statement of Cash Flows	Credit Report & Numerical Score or Rating
All financial statements must include a legal business name, the reporting period, and level of detail specified below.					
Network	<p>For each network member, refer to the relevant business types above for tax extract requirements.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Form 1120: pages 1 – 5; (pages 1 – 6 for 2018 returns) <i>or</i> • Form 1120S: pages 1 – 5 (Tax year ending on or after 11/1/2017), <i>or</i> • Form 1065: pages 1 – 5 (Tax year ending on or after 11/1/2017) <i>or</i> • Schedule C: pages 1 – 2 (Tax year ending on or after 10/1/2017), <i>or</i> • Form 990: pages 1 and 9 – 11 (Tax year ending on or after 9/1/2017) 	<p>One year for each network member. Financial statements and tax extract cover same reporting period.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Revenue • Cost of goods sold, if applicable • Expenses by category • Depreciation, if applicable • Amortization, if applicable • Net income (loss) 	<p>One year for each network member. Financial statements and tax extract cover same reporting period.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Current assets • Total assets • Current liabilities • Total liabilities • Stockholders' equity or owners' capital 	<p>One year for each network member. Financial statements and tax extract cover same reporting period.</p> <p>MUST INCLUDE:</p> <ul style="list-style-type: none"> • Operating activities • Financing activities, if applicable • Investing activities, if applicable • Increase (decrease) in cash • Beginning cash balance • Ending cash balance 	<p>Dated credit report with score, for each network member that was issued by the credit reporting agency no earlier than 90 days prior to the opening of the bid window.*</p> <p>See RFB Instructions: Appendix A for date the credit reports/scores must be prepared.</p> <p>MUST BE PREPARED BY ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • Dun & Bradstreet • Experian • Equifax • TransUnion • Standard & Poor's (See Credit Report Tables below for acceptable scores or ratings)

* Credit reports must reflect a numerical score unless you are using Standard & Poor's. Standard & Poor's credit report uses an alpha rating instead of a numerical score; therefore, the report must contain the alpha grade such as AAA, AA, etc. Gauges with an arrow indicating the relative value of credit or a credit report indicating the number of days beyond term are not acceptable.

Credit Report Tables

Your business credit report must be from one of the four approved credit reporting agencies and include one of the acceptable credit scores or ratings listed in the table below.

Business Credit Reports	
Approved Credit Reporting Agency	Acceptable Credit Score or Rating
Dun & Bradstreet	<ul style="list-style-type: none"> • Delinquency Predictor Risk Class • Commercial Credit Score • Paydex • Financial Stress Class • Supplier Evaluation Risk Rating
Experian	<ul style="list-style-type: none"> • Intelliscore Credit Ranking Score • Financial Stability Risk Class
Equifax	<ul style="list-style-type: none"> • Business Payment Index • Business Credit Risk Score • Business Delinquency Score • Business Failure Risk Score
Standard & Poor's	<ul style="list-style-type: none"> • S & P rating

A personal credit report must be from one of the three approved credit reporting agencies and include one of the acceptable scores or ratings listed in the table below.

Personal Credit Reports	
Approved Credit Reporting Agency	Acceptable Credit Score or Rating
Experian	<ul style="list-style-type: none"> • Plus score • FICO score • Vantage
Equifax	<ul style="list-style-type: none"> • Score • FICO score • Vantage
Transunion	<ul style="list-style-type: none"> • Score • FICO score • Vantage

For additional information regarding credit reports, please reference the [Required Financial Documents](#) fact sheet.