

## **ADDITIONAL SUPPORT DOCUMENTS THAT MAY BE REQUESTED BY OSDS**

**Do not send these documents unless requested:**

### **Domicile:**

- State income tax returns
- California driver's license
- Residential utility bill (e.g., Gas/Electric, Water, or Garbage Services) – last three months
- Residential lease agreement and cancelled checks – last three months
- Voter registration record issued by the County Registrar's Office
- Homeowner's property tax filing
- Written and signed statements under penalty of perjury indicating presence in California is more than temporary or transient
- IRS Form 4506-T requesting a transcript of a tax return, upon just cause [[Government Code § 14840\(b\)](#)]

### **Business Ownership:**

- Partnership agreement
- Office space utility bills
- Audited or unaudited business financial statements
- Business and/or personal bank signature cards
- Business and/or personal bank statements – last three months
- Business purchase agreement
- County-issued fictitious business name
- Cancelled checks for capital contributions
- Dissolution of corporation
- Individual federal income tax returns
- Corporate meeting minutes

- Office space lease agreement and cancelled checks – last three months
- Stock purchase agreement(s)
- Stock transfer ledger and stock certificates
- Webpage records and revisions
- Written and signed statements under penalty of perjury clarifying daily management and control

**Employee Count:**

- Professional Employer Organization (PEO) employee records
- Federal Employers Quarterly Federal Tax Return (Form 941) – last four quarters

**Established Business:**

- List of suppliers and manufacturers
- Agreements: manufacturer, lines of credit, stock purchase, sales representative, distributor
- State-issued professional licenses, permits, or certificates