

Small Business Certification Requirements

APPLICANT MUST BE AN ESTABLISHED BUSINESS BEFORE APPLYING FOR CERTIFICATION, INCLUDING ALL REQUIRED LICENSES.

All Applicants

- Certification Online Application or Certification Application, 812 (Rev. 12/2012)
- Internal Revenue Service (IRS) documentation verifying the firm's Federal Employee Identification Number (FEIN) or Social Security Number (SSN) listed on application
- Business Federal Income Tax Returns - three (3) most recent tax years
 - If the income tax return is on extension with the IRS, submit the Affidavit of Income form (Rev. 12/15/2009) and tax extension. If the gross annual receipts average \$10.5 million or more over the three previous tax years, also submit an audited or unaudited Business Income Statement
- Up to Five (5): Six-digit United Nations Standard Products & Services Code (UNSPSC) from www.unspsc.org
- Trust Agreements and amendments, when applicable
- Franchise Agreement and amendments, when applicable

ADDITIONALLY, when applicable:

- Quarterly Wage & Withholding Report (Form DE 9C) - four (4) most recent quarters as filed with the Employment Development Department (EDD)
- Business Federal Income Tax Returns for each affiliate - three (3) most recent tax years
 - If the income tax return is on extension with the IRS, submit the affiliate's Affidavit of Income form (Rev. 12/15/2009) and tax extension. If the combined gross annual receipts of the applicant and affiliates average \$10.5 million or more over the three previous tax years, also submit an audited or unaudited Business Income Statement
- Quarterly Wage & Withholding Report (Form DE 9C) for each affiliate - four (4) most recent quarters as filed with the Employment Development Department (EDD)

Small Business Limited Liability Companies (LLC) (submit the following documents in addition to items in the "**All Applicants**" section)

- Articles of Organization as filed with the California Secretary of State
- LLC - Statement of Information as filed with the California Secretary of State
- Operating Agreement and amendments

Small Business Corporations (submit the following documents in addition to items in the "**All Applicants**" section)

- Articles of Incorporation as filed with the California Secretary of State
- Corporate meeting minutes listing current elected corporate officers and directors, or the most recent Statement of Information as filed with the California Secretary of State.

Small Business Joint Ventures

- Each coventurer must be certified as a Small Business
- Each Joint Venture application is certified on a bid-by-bid basis
- Provide the Joint Venture agreement for the specific project that this Joint Venture will bid on
- Solicitation for the specific project
- Certification Application, 812 (Rev. 12/2012)

All Applicants – Additional Support Documents that may be requested include, but are not limited to:

Domicile:

- Voter registration record issued by the County Registrar's Office; or DMV Driver Record H6 Printout
- Residential Lease Agreement and cancelled checks - last three (3) months
- Residential Utility Bill (e.g., PG&E, Water, or Garbage Services) - last three (3) months

Business Ownership:

- All Office Space Utility Bills
- Audited or unaudited Business Income Statement for businesses established in the current tax year
- Business and/or Personal Bank Signature card(s)
- Business and/or Personal Bank Statements – last three (3) months
- Business Purchase Agreement
- California County Issued Fictitious Business Name Statement
- California Franchise Income Tax Returns
- Cancelled Checks for Stock Certificates issued to all major stockholders
- Capital Contributions
- Declaration of Business Assets (movable or immovable)
- Disabled veteran(s) Individual Federal Income Tax Return for a corporation
- Dissolution of Corporation
- Initial corporate meeting minutes
- Office Space Lease Agreement and cancelled checks – last three (3) months
- Stock Purchase Agreement and amendments
- Stock Transfer Ledger and Stock Certificates
- Webpage records and revisions

Employee Count:

- Professional employer organization employee records

Established Business:

- List of suppliers
- Sales Representative Agreement
- State Board of Equalization (BOE) California Seller's Permit
- Written Agreements or Lines of Credit

Experience:

- California State Issued Professional Licenses or Certificates