

**SMALL BUSINESS CERTIFICATION**  
**SUPPORT DOCUMENT REQUIREMENTS**

**1. Expedited Processing:**

Applicants that require this certification for a bid must provide a copy of the bid solicitation page identifying the state agency (or reciprocity partner), contract name, and Bid Due Date (BDD).

**2. First Time Applicants must provide:**

- Internal Revenue Service (IRS) official documentation verifying the firm's Federal Employer Identification Number (FEIN) or Social Security Number (SSN)

**3. All SB Applicants must provide:**

- **Gross Annual Receipts:** Federal Income Tax Returns for the applicant business (and each affiliate listed in Section D, if any) for the three most recently completed tax years (or for the number of years in business, if less than three)
  - Include all pages, forms, schedules, and statements for each tax return.

**Exceptions:**

- New businesses without applicable business tax returns must enter the Date Business Started in Section C, but will only provide tax returns when requested.
- If the most recent tax return has not been prepared, complete and submit the Affidavit of Income (AI) form:  
<http://www.documents.dgs.ca.gov/pd/smallbus/AI.pdf> Include the IRS extension, if applicable. Follow the instructions on the form.

**4. If Applicable, provide:**

- **Employee Count:** Quarterly Contribution Return & Report of Wages - Continuation (Form DE 9C) for the applicant business (and each affiliate listed in Section D, if any) for the four most recently completed quarters (or for the number of quarters in business, if less than four). Provide copies of out-of-state and/or out-of country documents equivalent to Form DE 9C, if applicable.
- **Trust agreement and amendments, if ownership is held by a trust**

- **Franchise agreement and amendments, if any**

**SB Corporations:**

- Corporate meeting minutes listing current elected corporate officers and directors or Statement of Information as filed with California Secretary of State

**SB Limited Liability Companies (LLCs):**

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

**SB Joint Ventures (JVs) – Applications are certified on a bid-by-bid basis:**

- Each joint venture partner must be certified as a Small Business.
- Provide the bid solicitation for the specific project the JV is bidding.
- Provide the Joint Venture agreement for the specific project.

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

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

### **Domicile:**

- Voter registration record issued by the County Registrar's Office
- California driver's license
- Residential lease agreement and cancelled checks - last three months
- Residential utility bill (e.g., Gas/Electric, Water, or Garbage Services) - last three months
- State income tax returns
- 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 statement
- Cancelled checks for capital contributions
- Dissolution of corporation
- Individual federal income tax returns
- Corporate organization meeting minutes
- Office space lease agreement and cancelled checks - last three months
- Stock purchase agreement
- Stock transfer ledger and stock certificates
- Webpage records and revisions

**Employee Count:**

- Professional employer organization employee records

**Established Business:**

- List of suppliers and manufacturers
- California Board of Equalization seller's permit
- Agreements: manufacturer, lines of credit, stock purchase, sales representative, distributor
- State-issued professional licenses, permits, or certificates