

Small Business (SB) 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, 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 taxreturn.

Exceptions:

- New businesses without applicable business tax returns must provide the official Date Business Started, 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](#). 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, 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 *listing the* current elected corporate officers and directors

SB Limited Liability Companies (LLCs):

- Articles of Organization
- Operating Agreement and amendments
- LLC Statement of Information, as filed with the California Secretary of State *listing* the current elected corporate managers and members

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 Joint Venture agreement.