



CITY OF TACOMA

SMALL BUSINESS ENTERPRISE PROGRAM

APPLICATION INSTRUCTIONS

Please complete the Small Business Enterprise Program application in accordance with these instructions. Failure to provide all of the information will delay or result in your firm being considered ineligible for this public economic benefit.

Eligibility Criteria:

	Business / Address:
1.	List your Legal Business Name.
2.	List your Trade Name – ‘Doing Business As’ <i>(if different from above)</i> .
	Business Location:
3.	List your Physical Business Location and Current Phone Number and Point of Contact.
4.	List your Mailing Address <i>(If mailing address is different than physical address)</i> .
	Contact Information:
5.	List the Business Contact Person and Title.
6.	List the Business Contact Person’s Phone Number and E-mail Address.
	Owner(s) Profile:
7.	List Owner(s): Gender, Veteran status* and <i>(if applicable)</i> ‘Ethnicity’*
8.	Owner’s interest in firm.
9.	Owner’s full name: <i>(List all additional owners on separate sheet(s))</i> .
10.	List your Residence Address.
11.	List your current Phone Number.
12.	List date owner’s ownership interest in this business started.
13.	Indicate how owner acquire this business.
14.	List owner’s current marital status and date of status <i>(if applicable)</i> .
15.	List spouse’s full name <i>(if applicable)</i> .
16.	List spouse’s occupation and employer.
17.	Indicate if owner or spouse has an ownership interest in another business <i>(If yes, see #18)</i> .
18.	If #17 is ‘Yes’, complete the following ‘Name of Owner(s) or Spouse(s)’.
19.	List name of business.
20.	List nature of other ownership interest.
21.	List type of business.
22.	List relationship to applicant business.
23.	List percentage of the business owned.
	Business Classification / Other Information:
24.	Indicate Structure of Business <i>(Sole Proprietorship, Corporation, and Partnership)</i> .
25.	Indicate Date Business Started.

26.	List the City of Tacoma Business License Number and expiration date: <i>(Not Required until Firm Enters into a Contract Agreement with the City of Tacoma).</i>
27.	List Washington State Business License number (UBI).
28.	List the business Federal Tax Identification number.
29.	List Contractor/Professional Business Number and Expiration Date <i>(if applicable).</i>
30.	Indicate Contracting Type of Business.
31.	List the Average Number of Employees.
32.	Provide a Description of your Company. <i>(Describe the primary activities of the business. Please be precise).</i>
33.	List All Applicable North American Industry Classification System (NAICS) Code(s).
34.	List All Current Federal / State / Local Certifications, i.e., DBE M/WBE, 8A, HUB Zone, SES, etc.).
35.	Indicate Maximum Contract Size the Firm is Capable of Performing <i>(select only one).</i>
36.	Indicate if the Business is Organized for Profit.
37.	Indicate if the Business has ever Operated under another Name. <i>(If yes, please provide Dates, former Business Name, Address, City, State, and Zip Code).</i>
38.	Indicate if the business or its owner(s) have previously applied to this office for certification. <i>(If yes, under what name?)</i>
39.	Indicate if the company attempted to do business in Pierce County. <i>(If yes, please provide the date(s) and if it was public and/or private sector work):</i>
40.	Indicate IF the company has ever or is currently on any federal, state or local Disbarment, Deemed Ineligible, Excluded or Suspension List. <i>(if yes, please explain in full. Indicate dates from and to:</i>
	Gross Receipts:
41.	List the Business 'Gross receipts' (sales) for the Last Three Business Years. Separate out Public Sector receipt and Private Sector receipts.
	Banking Information:
42.	Indicate if the Company has a Business Bank Account.
43.	Indicate if the Business Bank Account is a Joint Account.
44.	List the Name of the Bank(s).
45.	List the Address(s) of the Bank(s).
46.	List the Telephone Number(s).
47.	List Who has the Authority to Sign Checks and Title.
	Company Independence:
48.	Indicate if your company shares any Managerial/Business Functions, Equipment, etc. with any other firm(s).
49.	If Answer is Yes to #48, explain 'Yes' Answers in Detail.
50.	List the Major Equipment and Vehicles in which the Business currently has an Ownership, Lease or Loan Interest.

Appendix:	
A.	Additional definitions for Race and Ethnicity categories.
Forms:	
A.	Complete “STATEMENT(s) OF PERSONAL NET WORTH” (Owner). (2 pages)
B.	Complete “STATEMENT(s) OF PERSONAL NET WORTH” (Spouse). (2 pages)
C.	<u>Complete, Sign, and Have Notarized</u> “AFFIDAVIT OF SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION” . (This is a separate form on the SBE ‘City of Tacoma’ website).