



THE CITY OF SAN DIEGO

SMALL LOCAL BUSINESS ENTERPRISE PROGRAM (SLBE)

NEW APPLICATION CHECKLIST

This checklist is to be used as a supplement to the online application. **Hard copies will not be accepted.** Gather all required documents (in electronic format) prior to starting the online application. For additional information on the application process, please visit our website: <http://www.sandiego.gov/eoc/programs/slbe.shtml>.

ALL DOCUMENTS ARE REQUIRED UNLESS OTHERWISE SPECIFIED

	Sole Proprietor	Partnership	Corp/ S-Corp/LLC	Required Copies of Documents
A	X	X	X	<input type="checkbox"/> Current Rental Agreement for Office Space/Home (cover pg. & signature pg.) <i>N/A if principal place of business is an owned property</i>
B	X	X	X	<input type="checkbox"/> IF RENTED: Recent Rent Receipt or Cancelled Check IF OWNED: Current Property Tax or Deed showing ownership
C	X	X	X	<input type="checkbox"/> Current City of San Diego Business Tax Certificate (payment receipt not acceptable, must be <u>active</u> (not pending) certificate – click here to apply online) <i>Other jurisdictions not acceptable – must be City of San Diego</i>
D	X	X	X	<input type="checkbox"/> Business Resume of Key Owner(s)
E	X	X	X	<input type="checkbox"/> Evidence of Appropriate License Number and Classification (i.e.: Contractor, Architect, Engineer, Geologist, etc.) <i>N/A if none</i>
F	X	X	X	<input type="checkbox"/> TRUCKERS ONLY: Current DMV Vehicle Registration, Motor Carrier Permit, and Rental Agreement for the Local Parking Site
G	X	X	X	<input type="checkbox"/> Employer Identification Number
H	X	X	X	<input type="checkbox"/> Most current Payroll Records for ALL Offices <u>including Employees' Addresses</u> (i.e. payroll summary from Paychex, ADP, QuickBooks OR IRS Form 941) Note: Employee addresses are <i>required</i> and may be listed in a separate document <i>N/A if no employees</i>
I	X	X	X	<input type="checkbox"/> Most current California DE-9 Quarterly State Wage and Withholding Report <i>N/A if no employees</i>
J			X	<input type="checkbox"/> Corporate License (must include date approved by the Secretary of State)
K	X	X	X	<input type="checkbox"/> Any (3) Local, Recent and Relevant Contracts, Quotes, or Proposals (For contracts: may provide cover pg., scope of work, and fully ex. signature pg. only) Note: Does <i>not</i> need to be City/government contracts
L	X	X	X	<input type="checkbox"/> Current Certifications (i.e. DBE , DVBE , MBE , WBE , Micro) <i>N/A if none</i>
M	X	X	X	<input type="checkbox"/> Passport, Driver's License, OR Birth Certificate (only one of these is necessary) for each owner

N	X			<input type="checkbox"/> (3) Most Recent* Complete Federal Income Tax Returns 1040(s)** (including Schedule C & SE – State Return not required)
O		X		<input type="checkbox"/> (3) Most Recent* Complete Federal Income Tax Returns 1065(s)** (including Schedule K-1 – State Return not required)
P			X	<input type="checkbox"/> (3) Most Recent* Complete Federal Income Tax Returns 1120(s)** (including Schedule E, 4562, 1099, W-2s of owners – State Return not required)
Q	X	X	X	<input type="checkbox"/> If owner has an interest in any other business(es): (3) Most Recent* Complete Federal Income Tax Returns** N/A if none
R	X	X	X	<input type="checkbox"/> If owner's spouse/domestic partner has an interest in any other business(es): (3) Most Recent* Complete Federal Income Tax Returns** N/A if none
S	X	X	X	<input type="checkbox"/> <u>SUPPLIERS ONLY</u> : Authorized Letters from ALL Manufacturers
T	X	X	X	<input type="checkbox"/> <u>SUPPLIERS ONLY</u> : Current Copy of Inventory List

* If you filed an Extension for the most recent tax year, please submit copy of the Extension *as well as* returns for the (3) previous tax years.

*If your business has not yet filed taxes [formed within 6 mo. (A&E) or 12 mo. (for all others)], please submit a Profit/Loss (P/L) Statement.

If your business is a DGS State of California Certified **Disabled Veteran Business Enterprise (DVBE) or **Micro Business (MB)**, you are not required to submit Federal Income Tax Returns.

However, please note:

- DVBE/MB certification must be valid, <http://www.bidsync.com/DPXBisCASB>
- Certified DVBE/MB firms will automatically satisfy the income requirement for the **SLBE certification**. However, if you would like to be considered for **ELBE certification**, you must still submit your Federal Income Tax Returns.
- If you chose to submit your DVBE/MB certification in lieu of your Tax Returns, you will need to upload a copy of your DVBE/MB certificate in the section where you would normally upload your Tax Returns (on page 5 of the online application).