



THE CITY OF SAN DIEGO

SMALL LOCAL BUSINESS ENTERPRISE PROGRAM (SLBE)

RENEWAL 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				N/A for Renewals: 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"/> <u>TRUCKERS ONLY:</u> Current DMV Vehicle Registration, Motor Carrier Permit, and Rental Agreement for the Local Parking Site
G				N/A for Renewals: 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				N/A for Renewals: Corporate License
K				N/A for Renewals: 3 Local Contracts, Quotes, or Proposals
L	X	X	X	<input type="checkbox"/> Current Certifications (i.e. DBE , DVBE , MBE , WBE , Micro) <i>N/A if none</i>
M				N/A for Renewals: Passport, Driver's License, OR Birth Certificate

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).