

REQUIRED DOCUMENTATION CHECKLIST – SOLE PROPRIETOR

Your Certification Application cannot be processed without the required supporting documents. Based upon the information provided, it may be necessary for your firm to submit additional supporting documents to determine your certification eligibility. You will be notified if this becomes necessary.

- [] **Certification Application** - Completed, signed and Information Disclosure Authorization completed.
- [] **Three (3) Years FEDERAL TAX RETURNS** - Copies of the last three (3) years of the entire Form 1040 with all Schedules. *

If the most recent tax year has ended and you have not yet filed tax returns for that year, and the filing deadline **has not yet passed**, submit a completed Affidavit of Un-audited Income form for that year.

If the most recent tax year has ended and you have not yet filed tax returns for that year, and the filing deadline **has passed**, submit a copy of the IRS tax filing extension **and** a completed Affidavit of Un-audited Income form for that year.

- [] **PROOF OF RESIDENCE** - Submit a copy of each owner's California Driver License showing current place of California residence.
- [] **DE-6 Forms** - Copy of last four (4) quarterly DE-6 forms as submitted to the California Employment Development Department (EDD), if applicable.
- [] **PROOF OF CITIZENSHIP - RIGHT TO WORK** - Copy of Birth Certificate, Passport or Permanent Resident Visa.
- [] **BID LIST APPLICATION PACKET** - Disregard this packet if the firm has done business with the City in the past. Complete all applicable forms if, since last doing business with the City, (1) your business has changed from a Sole Proprietor or from a Partnership TO a Corporation, or (2) if the scope of your business, products, or services has changed.
- [] **BUSINESS or PROFESSIONAL LICENSE or PERMIT** - Provide a copy of the license or permit.
- [] **FRANCHISE AGREEMENT** - If applicable, provide a copy of the agreement.
- [] **AGENCY AGREEMENT** - If applicable, provide a copy of the agreement.

For each affiliated business identified in SECTION 2 of the Certification Application, submit:

- [] **Three (3) Years FEDERAL TAX RETURNS** - Copies of the last three (3) years of the affiliate's entire Federal tax filing with all Schedules. * If affiliated less than three (3) years, submit returns for the years affiliated.

If the most recent tax year has ended and the affiliate has not yet filed tax returns for that year, and the filing deadline **has not yet passed**, submit a completed Affidavit of Un-audited Income form for that year.

If the most recent tax year has ended and the affiliate has not yet filed tax returns for that year, and the filing deadline **has passed**, submit a copy of the IRS tax filing extension **and** a completed Affidavit of Un-audited Income form for that year.

* In lieu of Federal Tax Returns you may submit a statement on the letterhead of your Certified Public Accountant (CPA), signed by the CPA, stating that the business has not exceeded thirty million dollars (\$30,000,000) in total gross receipts over the preceding three (3) years.