



ECONOMIC DEVELOPMENT
DEPARTMENT
MINORITY BUSINESS DIVISION

Date: _____

Minority Business Recertification Form
Minority Business Enterprise (MBE) / Women Business Enterprise (WBE)

Business name: _____

Owner of business: _____

Person completing form: _____

If you are not the owner, what is your relation to the business?

Address: _____

Phone: _____

Email: _____

Business website: _____

Check one: _____ MBE _____ WBE _____ MBE/WBE

Certification number: _____

Check one:

- Contracting/Construction
- Distribution/Manufacturing
- Professional Services
- Entertainment/Recreation
- Restaurants/Hospitality
- Transportation/Logistics
- Retail/Wholesale
- Personal Services
- Other: _____

The following questions are related to changes or transactions that may have occurred in the company since it was certified on the Minority Business Certification Form.

Have there been any structural and/or personnel changes in the company (corporation partnership / sole proprietorship) since last certificate? Yes No

Have there been any changes to:

Amendments to company's Articles of Incorporation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bylaws?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Partnership Agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other ownership documents previously submitted to this office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stockholders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Board of Directors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Executive Officers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Management Personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If **Yes** to any of the above, indicate changes and attach documentation to verify: (copies of newly issued or cancelled stock certificates, copies of stockholder/board meeting minutes; copies of new/amended Partnership Agreements; proof of race for all minorities). Also, attach each person's title, race, and ownership percentage.

Did any stockholder, director, officer, partner, and/or sole proprietor establish a new business relationship with or purchase an ownership interest in another company (business relationship included but not limited to: shared space and/or utilities, equipment, financing, employees as well as both companies having one or more of the same owners, etc.)? Yes No

If YES, attach documentation (copies of lease agreements, notes, workforce agreements, ownership documents, etc.)

Has the company entered into any major equipment/vehicle lease agreements and/or purchased any major items of equipment or vehicles, during the past year? Yes No

If YES, attach documentation (copies of lease agreements, notes, workforce agreements, ownership documents, etc.) and check the appropriate items below:

Equipment/vehicle lease agreement Equipment purchased
 Vehicle(s) purchased

The following documents are to be returned with this affidavit: your last and most current business tax return filed with the Internal Revenue Service:

- Sole proprietor/single member LLC (form 1040 with Schedule C)
- Partnership/LLP (Form 1065 with Schedule K, if applicable)
- Corporation (C or S; Form 1120 or 1120S with all Schedules attached)

Affidavit – This document MUST be signed in front of a Notary

I, _____ (your name) further acknowledge and understand that any misrepresentation of myself or my company as a Minority Business Enterprise for the purpose of obtaining a contract or any other benefit under the City of Springfield, Ohio Ordinance constitutes the crime of theft by deception and is punishable as provided for in section 2913.02 of the Ohio Revised Code.

Signature of Applicant

Date

Printed Name and Title of Applicant

Company Name

Corporate seal (if appropriate)

State of Ohio, County of _____

The foregoing instrument was acknowledged before me this __ day of _____, 20__

by _____
(Name of person acknowledged)

(Seal)

Notary Public signature

My commission expires: _____

Return to:
City of Springfield, Ohio
Minority Business Services Office
76 E. High St.
Springfield, Ohio 45502