

Interested in doing
business with the city?
Be ready! >>



Incorporate



What Kind of Corporation?

One of the first and most important choices when starting a business is the selection of the type of legal entity your company will be.

Sole Proprietor

**Limited Liability
Company (LLC)**

C Corporation

S Corporation

* Please consult an attorney or accountant to figure out the best choice for your business.

Employer Identification Number (EIN)

The federal EIN number is used by the IRS to identify you as a tax paying business entity, and many people think of an EIN as their business Social Security Number (SSN). Get your EIN online at:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>



EIN Checklist

- Name & Title
- SSN
- Trade Name / DBA
- Business Address (No P.O. Box) and Mailing Address if Different.
- Reason for Applying & Primary Activity
- Date of Incorporation

Business Bank Account

Open a bank account for your business with the financial institution of your choice.



Bank Account Checklist

- Employer Identification Number (EIN)
- Articles of Incorporation
- Corporate By Laws
- Personal Identification
- If a Sole Proprietor or Partnership you will need one of the following:
 - Fictitious Business Name
 - Certificate of Assumed Name
 - Business License*

**Your bank may require other documents to open a business bank account.*

Certifications

Getting certified will give your business preferred status for government contracts and give you access to more contract opportunities. Check to see if your business qualify to some of the following certifications:

Small Local Business Enterprise **(SLBE)**

Certified Green Business **(CGB)**

Disabled Veteran Business Enterprise **(DVBE)**

Disadvantaged Business Enterprise **(DBE)**

HubZone Business Enterprise **(HBE)**

Lesbian, Gay Bisexual, Transgender Business Enterprise **(LGBTE)**

Minority Business Enterprise **(MBE)**

Registered DIR Public Works Contractor **(RDPWC)**

Service-Disabled Veteran Owned Small Business **(SDVOSB)**

Woman Owned Business Enterprise **(WOBE)**

Woman Owned Small Business **(WOSB)**

Small Local Business Enterprise (SLBE)

All documents are required unless otherwise specified:

	Sole Proprietor	Partnership	Corp/LLC	Required Copies of Documents	J	K	L	M	N	O	P	Q	R	S	T	U
				<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>			X									
A	X	X	X	<input type="checkbox"/> IF RENTED: Recent Rent Receipt or Rent Check <input type="checkbox"/> IF OWNED: Current Property Tax Bill or Deed showing ownership		X	X	X								
B	X	X	X	<input type="checkbox"/> Current City of San Diego Business Tax Certificate (payment receipt not acceptable), must be an active (not pending) certificate - click here to apply online) <i>Other jurisdictions not acceptable - must be City of San Diego</i>			X	X								
C	X	X	X	<input type="checkbox"/> Business Resume of Key Owner(s)					X							
D	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>						X						
E	X	X	X	<input type="checkbox"/> TRUCKERS ONLY: Current DMV Vehicle Registration, Motor Carrier Permit, and Rental Agreement for the Local Parking Site							X					
F	X	X	X	<input type="checkbox"/> Employer Identification Number								X				
G	X	X	X	<input type="checkbox"/> Most Current Payroll Records for ALL Offices including Employees' Addresses (i.e. payroll summary from Paychex, ADP, QuickBooks OR IRS Form 941) Note: Employee addresses are required and may be listed in a separate document <i>N/A if no employees</i>									X			
H	X	X	X	<input type="checkbox"/> Most Current California DE-9 Quarterly State Wage and Withholding Report <i>N/A if no employees</i>									X			
I	X	X	X											X		
				<input type="checkbox"/> Corporate License (must include date approved by the Secretary of State) <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 not need to be City/government contracts												
				<input type="checkbox"/> Current Certifications (i.e. DBE, DVBE, MBE, WBE, Micro) <i>N/A if none</i>												
				<input type="checkbox"/> Passport, Driver's License, OR Birth Certificate (only one of these is necessary) for each owner												
				<input type="checkbox"/> (3) Most Recent* Complete Federal Income Tax Returns 1040(s)** <i>(including Schedule C & SE - State Return not required)</i>												
				<input type="checkbox"/> (3) Most Recent* Complete Federal Income Tax Returns 1065(s)** <i>(including Schedule K-1 - State Return not required)</i>												
				<input type="checkbox"/> (3) Most Recent* Complete Federal Income Tax Returns 1120(s)** <i>(including Schedule K-1, E, 4562, 1099, W-2s of owners - State Return not required)</i>												
				<input type="checkbox"/> Signed IRS Form 4506-T - Request for Transcript of Tax Return												
				<input type="checkbox"/> If Owner Has an Interest in Any Other Business(es): (3) Most Recent* Complete Federal Income Tax Returns <i>N/A if none</i>												
				<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 <i>N/A if none</i>												
				<input type="checkbox"/> SUPPLIERS ONLY: Authorized Letters from ALL Manufacturers												
				<input type="checkbox"/> SUPPLIERS ONLY: Current Copy of Inventory List												

Download PDF here <https://www.sandiego.gov/sites/default/files/newapplicationchecklist.pdf>

For more information visit <https://www.sandiego.gov/eoc/programs/slbe>

Certified Green Business (CGB)

There has never been a better time to go green!

Below are some of the biggest reasons to become a California Green Business Partner.

GreenBiz Tracker

SIGN UP TO BE A GREEN BUSINESS FIND GREEN BUSINESSES Login

Registration Application Review & Submit

Registration

Tell us a little about your business so that we can get your profile started

For your security GreenBiz Tracker supports the following browsers:
Chrome, Safari, IE 11, Edge and Firefox.

For the best experience, we recommend downloading the newest version of your preferred browser.

CONTACT INFO

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

BUSINESS INFO

<input type="text"/>	<input type="text"/>	
<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
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- It's good for the environment.
- Save money.
- Improve employee wellness and productivity.
- Enjoy a marketing edge over the competition.
- Receive recognition as environmental leaders by your local city or county.

Register & Apply

<https://greenbiztracker.org/business/registration>

For more information visit <https://greenbusinessca.org/why-get-certified>.

Disabled Veteran Business Enterprise (DVBE)

To obtain DVBE certification, a firm must:

- How to do Business with the State of California, DGS
- Submit a completed application found at the CalEProcure website.
- Provide a copy of an Award of Entitlement (AOE) letter from the U. S. Department of Veterans Affairs or the U. S. Department of Defense, dated within six months of the date the application is submitted to OSD. To obtain an AOE letter, you may call the U.S. Department of Veterans Affairs at (800) 827-1000.

To be eligible for certification the business must meet the following criteria:

- Disabled veterans must have a service-connected disability of at least 10 percent declared by the United States Department of Veterans Affairs or the United States Department of Defense.
- The disabled veteran(s) who own the firm must be domiciled in California.
- Disabled veterans must have an established business that is operational and active prior to submission of an application.
- Daily business operations must be managed and controlled by one or more disabled veterans.
The disabled veteran(s) who managed and controls the business is not required to be the disabled veteran business owner(s).
- Principal office must be located in the United States and cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.

Disadvantaged Business Enterprise (DBE)

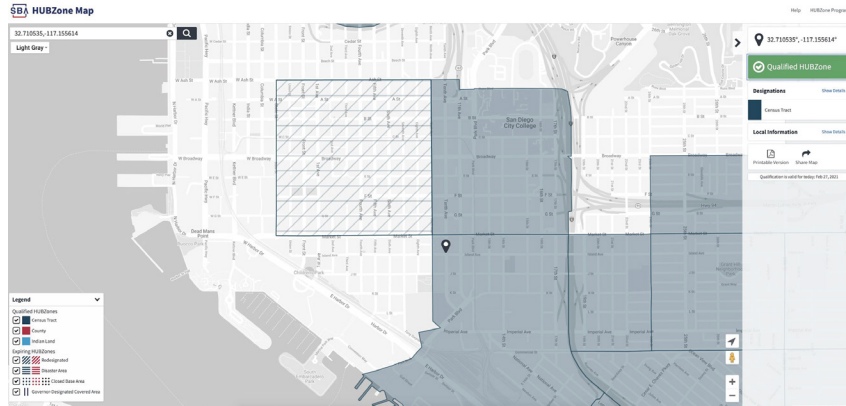
In order to apply for certification as a Disadvantaged Business Enterprise (DBE), your firm must meet the following eligibility criteria stated in 49 CFR Part 26.

- The disadvantaged individual must be a U.S. citizen (or resident alien) and be a member of a socially and economically disadvantaged group.
- The disadvantaged individual applying must have a personal net-worth (PNW) of less than \$1,320,000. Items excluded from personal net worth calculation include an individual's ownership interest in the applicant firm and his or her equity in their primary. Also, if an individual demonstrates that he/she is able to accumulate substantial wealth, the individual's claim of economic disadvantage may be denied, even though the individual's PNW is less than \$1.32 million.
- Depending on the primary business activity, a firm (including its affiliates) must not have average annual gross receipts over the firm's previous three fiscal years in excess of \$26,290,000 (\$56,420,000 for airport concessionaires in general with some exceptions). Lower size standards may apply depending on business activity determination.
- The firm must be a for-profit small business where socially and economically disadvantaged DBE owner(s) own at least a 51% interest, and have managerial and operational control of the business operations; the firm must not be tied to another firm in such a way as to compromise its independence and control.
- The socially and economically DBE owner(s) must possess the power to direct or cause the direction to the management and policies of the firm and to make day-to-day, as well as long-term decisions on matters of management, policy and operations.
- If state or local law requires the persons to have a particular license or other credential in order to own and/or control a certain type of firm, then the socially and economically disadvantaged persons who own and control a potential DBE firm of that type must possess the required license or credential.

For more information visit <https://dot.ca.gov/programs/civil-rights/dbe>.

HubZone Business Enterprise (HBE)

The HUBZone program fuels small business growth in historically underutilized business zones with a goal of awarding at least three percent of federal contract dollars to HUBZone-certified companies each year. To qualify for the HUBZone program, your business must:



- Be a small business.
- Be at least 51 percent owned and controlled by U.S. citizens, a Community Development Corporation, an agricultural cooperative, a Native Hawaiian organization, or an Indian tribe.
- Have its principal office located in a HUBZone
- Have at least 35 percent of its employees live in a HUBZone
- You can find the full qualification criteria in Title 13 Part 126 Subpart B of the Code of Federal Regulations (CFR). You can also get a preliminary assessment of whether you qualify at the SBA's Certify website.

For more information visit <https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program>

Lesbian, Gay Bisexual, Transgender Business Enterprise (LGBTE)

How to Get Certified

Certification is Easy

Just 4 Simple Steps

- 1** Go to My.NGLCC.org to Apply and Build Your Profile
Team NGLCC are always available if you have questions
- 2** Submit Supporting Documents
A full list of documents can be found on www.nglcc.org
- 3** Schedule and Complete an Official NGLCC Site Visit
Schedule a time for an official NGLCC site visitor to visit your business
- 4** National Certification Committee Review
Our monthly certification committee will review your application and if it meets our eligibility requirements... You'll become a certified LGBT Business Enterprise®

Don't Forget About NGLCC's
Supplier Diversity Initiative Team

They are a great resource to help you through the certification process. And once certified, they are more than happy to work with you to grow your business.

Phone: 202.234.9181
Email: supplierdiversity@nglcc.org
Web: www.nglcc.org/get-certified

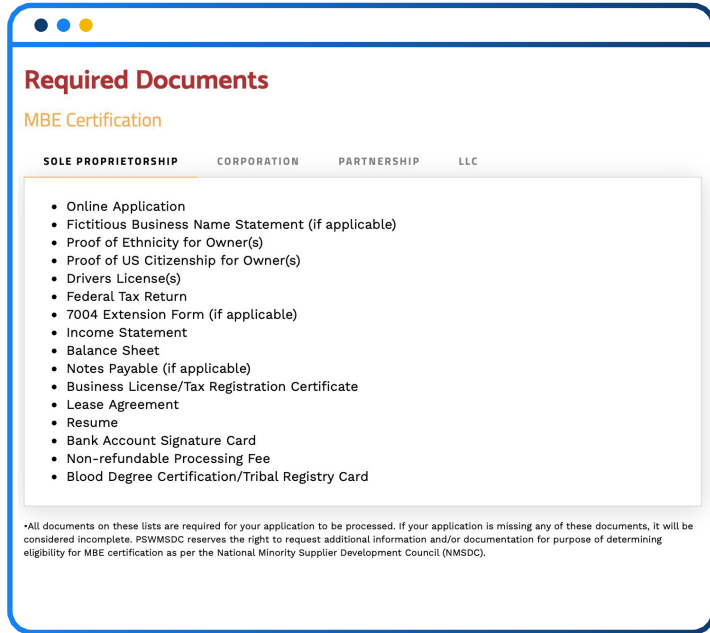


NGLCC is the exclusive third-party organization for the certification of LGBT Business Enterprises. NGLCC, in cooperation with its international affiliates, also offers International LGBT Supplier Registration. Is your business at least 51% owned and operated by LGBT individuals? Start your application today for NGLCC's LGBTBE® certification or International LGBT Supplier registration and open your business to the many growth opportunities within the NGLCC Supplier Diversity Initiative!

Get certified at:
https://my.nglcc.org/register/business_enterprise

Minority Business Enterprise (MBE)

Get your MBE certification through the Pacific Southwest Minority Supplier Development Council.
Certification criteria:



Required Documents

MBE Certification

SOLE PROPRIETORSHIP CORPORATION PARTNERSHIP LLC

- Online Application
- Fictitious Business Name Statement (if applicable)
- Proof of Ethnicity for Owner(s)
- Proof of US Citizenship for Owner(s)
- Drivers License(s)
- Federal Tax Return
- 7004 Extension Form (if applicable)
- Income Statement
- Balance Sheet
- Notes Payable (if applicable)
- Business License/Tax Registration Certificate
- Lease Agreement
- Resume
- Bank Account Signature Card
- Non-refundable Processing Fee
- Blood Degree Certification/Tribal Registry Card

*All documents on these lists are required for your application to be processed. If your application is missing any of these documents, it will be considered incomplete. PSWMSDC reserves the right to request additional information and/or documentation for purpose of determining eligibility for MBE certification as per the National Minority Supplier Development Council (NMSDC).

- United States citizens.
- Minority businesses must be at least 51% minority-owned operated and controlled. For the purposes of NMSDC's program, a minority group member is an individual who is at least 25% Asian, Black, Hispanic or Native American. Minority eligibility is established via a combination of screenings, interviews and site visits. Ownership, in the case of a publicly-owned business, means that at least 51% of the stock is owned by one or more minority group members.
- Must be a for profit enterprise and physically located in the U.S. or its territories.
- Management and daily operations must be exercised by the minority ownership member(s).

For more information visit <https://pswmsdc.org/certification-criteria-and-required-documents>

Registered DIR Public Works Contractor (RDPWC)

Contractor Registration

Who Is Eligible to Register?

Contractors must meet the following requirements to register:

- Have workers' compensation coverage for any employees and only use subcontractors who are registered public works contractors.
- Have Contractors State License Board license if applicable to trade.
- Not have any delinquent unpaid wage or penalty assessments owed to any employee or enforcement agency.
- Not be under federal or state debarment.
- Not be in prior violation of this registration requirement once it becomes effective. However, for the first violation in a 12-month period, a contractor may still qualify for registration by paying an additional penalty.

[Register or Renew](#)

Public works contractors can register or renew for one, two, or three fiscal years (July 1-June 30) for a fee of \$400, \$800 or \$1,200

If you have not created a new account since April 3, 2019, you must follow the steps below:

- Create a [log in account](#) on the contractor registration system.
- To link your account to a previous public works registration, click "Link Existing Registration" on My Dashboard.
- Search for your previous registration number at: [Public Works Contractor Registration Search](#)

Please note: credit card payments can be processed within 24 hours while other forms of payment may delay registration up to eight weeks. See below for consequences of failing to register.

Resources:

- [User's Guide to the Public Works Contractor Registration System](#)

Links

- ▶ [Summary of Skilled and Trained Workforce \("STW"\) Statutes](#)
- ▶ [Frequently Asked Questions on Skilled and Trained Workforce \("STW"\) Requirements](#)
- ▶ [Awarding Bodies](#)
- ▶ [Contractors](#)
- ▶ [Apprenticeship Requirements](#)
- ▶ [Certified Payroll Reporting](#)
- ▶ [Enforcement of Public Works Law](#)
- ▶ [Labor Compliance Programs](#)
- ▶ [Prevailing Wage Requirements](#)

Need Help?

- ▶ [Summary of Skilled and Trained Workforce \("STW"\) Statutes](#)
- ▶ [Frequently Asked Questions on Skilled and Trained Workforce \("STW"\) Requirements](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Prevailing Wage Training and Tutorials](#)
- ▶ [Public Works Contacts](#)
- ▶ [Get Public Works Email Updates](#)

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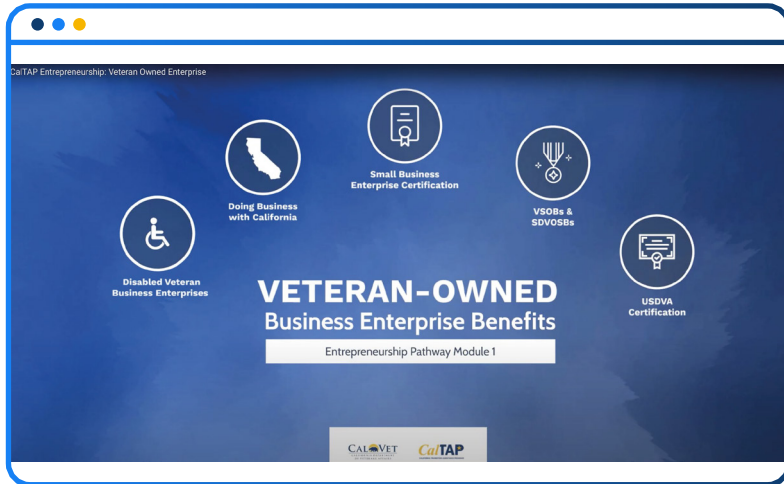
Register or renew at:

<https://mycadir.force.com/registrations/CommunityLogin>

For more information visit <https://www.dir.ca.gov/public-works/contractor-registration.html>.

Service-Disabled Veteran Owned Small Business

Why should Disabled Veteran Business Enterprise (DVBE) certification be pursued? There are many benefits associated with a DVBE certification, including a competitive edge when applying for contracts and streamlined processing.



Firms that have registered with eProcurement, seeking recertification or updating certification profile:

Login to your registered Cal eProcure profile First time certification applicants:

Registration Instructions (PDF)

Register to create a new eProcurement supplier profile.

There is no registration fee. This procurement tool also provides the ability to receive email or fax bid notifications; download or respond to State of California bid solicitations and receive contract award notices. If you have any questions or are experiencing technical issues regarding the virtual tools, contact OSDS Help.

Woman Owned Business Enterprise (WOBE)

The minimum requirements to qualify as a WBE with the Women's Business Enterprise National Council (WBENC) or a WBE program administered by a city, county or state are:

A for-profit business located in the United States.

51% owned by a woman, or a group of women who, but for an inheritance, contributed a proportionate amount of capital to acquire ownership.

When applicable, governing board is controlled by a woman or a group of women.

Top executive officer, responsible for daily operations is a woman with a technical expertise (experience) in the firm's primary business activity.

Women owners are U.S. Citizens or legal residents.

For more information visit

<https://www.mwbe-enterprises.com/women-business-enterprise-wbe-certification/#faq>.

Woman Owned Small Business (WOSB)

The WOSB is a program coordinated by the Small Business Administration (SBA) with the goal of giving women-owned businesses more easier access to the resource they need to grow their business.

The Economically Disadvantaged Woman-Owned Small Business (EDWOSB) certification is a subset of the WOSB program.

To qualify as a women-owned small business, or WOSB, your business must meet the following requirements:

- Your company must qualify as a small business based on SBA small business size standards. The standards are usually stated in terms of employee size and/or annual revenue, and vary depending on your industry code.
- Your company must be 51 percent owned by women who are U.S. citizens.
- Women must manage the operations on a daily basis.
- Women must make long-term decisions for the company.
- A woman who works full-time for the company during normal work hours must hold the highest officer position in the company.
- There are no rules governing time in business.

To qualify as an economically disadvantaged women-owned small business, or EDWOSB, your business must meet the WOSB requirements, and the owner of the company must demonstrate economic disadvantage in the following ways:

- Personal net worth is less than \$750,000 with some exclusions
- Adjusted gross income averaged over three years of \$350,000 or less with some exclusions
- Fair market value of all assets (no exclusions) of \$6 million or less

Currently, the SBA has approved four organizations as “TPCs,” or third-party certifiers: National Women Business Owners Corporation, U.S. Women’s Chamber of Commerce, Women’s Business Enterprise National Council (WBENC).

BE READY!

- Define your business strategy
- Build your brand
- Have a marketing strategy
- Build your network and reputation
- Be professional
- Never take things for granted
- Deliver over expectations
- Provide a great service



www.mainoacademy.com

