



NC SMALL BUSINESS ENTERPRISE PROGRAM AFFIRMATION FORM

Business Name: _____ Federal Tax ID _____

The North Carolina Small Business Enterprise (NCSBE) Program is part of the North Carolina Office for Historically Underutilized Businesses (known as the HUB Office). The NCSBE Program is an entity which will be responsible for developing and making available a listing of certified small business enterprises in the State of North Carolina.

As certified HUB Business, the NC Small Business Enterprise Program is reaching out to verify you meet the definition of a certified Small Business Enterprise as defined by the NCSBE standards. Eligibility standards are as follows:

- The business must be based in North Carolina.
- The business' annual income does not exceed \$1,500,000, after cost of Goods Sold is deducted.
- The business must have less than 100 employees.
- The business must be organized for profit.

Please complete the items below, sign, and return to the NCSBE Office at hub.ncsbe@doa.nc.gov or by fax at 919-807-2335.

NC Small Business Enterprise Criteria:

- Yes No My business is based in North Carolina.
 Yes No My business' annual net income is \$1,500,000 or less.
 Yes No My business has 100 or less employees.
 Yes No My business is organized for profit.

The NC Small Business Enterprise Program may require documentation to verify eligibility.

Signature of Owner

Date

Printed Name of Owner(s)

Additional Owner(s)