



CHANGE/NO CHANGE AFFIDAVIT FOR SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

The following must be submitted with this Change/No Change Affidavit:

1. A personal financial statement for each economically disadvantaged owner comprising 51% or more ownership of the firm;
2. Complete copies of the most recent personal federal income tax returns, including all supporting schedules and attachments, for each economically disadvantaged owner; and
3. Complete copies of the most recent federal income tax return, including all supporting schedules and attachments, for the firm and all affiliates.

Please mail or hand-deliver your completed Change/No Change Affidavit, Personal Financial Statement, and income tax returns to the address listed above. Faxed copies will not be accepted. For assistance, please call the above number.

Name of Firm			
Physical Address	City	State	Zip
Mailing Address (if different)	City	State	Zip
Contact Name		Business Phone	
Email		Fax Number	

1. During the past year have changes occurred in the firm's:
 - a. Legal structure (Sole Proprietorship, Partnership, Limited Liability Company, Corporation)? Yes No
 - b. Ownership – including changes in interests of existing owner(s) and/or the addition or removal of an owner(s)? Yes No
 - c. Partnership agreement, LLC operating agreement, or corporation bylaws? Yes No

(If the answer to any of the above questions is “yes” please submit supporting documents.)
2. Did any owner, director, officer, and/or manager establish a new business relationship with, or purchase ownership interest in, another firm? Yes No
 (A business relationship may include, but is not limited to ownership, shared space or employees, utilities, equipment, financing, etc.)

NOTARY

The foregoing affidavit was subscribed and sworn to before me on this _____ day of _____, 20____
 by _____.

SEAL

 Notary Public Signature

 Commission Expiration Date