



**CITY OF PHILADELPHIA  
PROCUREMENT DEPARTMENT  
1401 JFK BOULEVARD, RM 170B  
PHILADELPHIA, PA 19102**

**LOCAL BUSINESS ENTITY  
CONTINUING ELIGIBILITY AFFIDAVIT**

State of \_\_\_\_\_)

County of \_\_\_\_\_) ss.

BEFORE ME; the undersigned authority, in and for the said State and said County personally appeared \_\_\_\_\_ who, after being sworn according to law, stated that he or she was authorized to represent \_\_\_\_\_ and to execute this affidavit on behalf of the said Business Entity and stated, under penalty of perjury that the following statements are true, correct, accurate and complete.

**Part I**

1. During the preceding twelve (12) months, the Business Entity has filed a Business Income & Receipts Tax return (previously a Business Privilege Tax return) with the City establishing that the business entity conducted business within the City within the calendar year preceding the filing of the return.
2. During the preceding eighteen (18) months the Business Entity:
  - a) Has continuously maintained a valid Commercial Activity License (previously known as a Business Privilege License), and all other licenses and permits necessary to conduct business with the City,
  - b) Has continuously occupied an office within the City, where the Business Entity's business is conducted, and
  - c) Satisfies at least one of the following requirements (check applicable box):
    - More than half of the Business Entity's full-time employees work in the City at least sixty percent of the time; or
    - More than fifty of the Business Entity's full-time employees work in the City at least sixty percent of the time; or
    - The Business Entity's principal place of business is located in the City of Philadelphia



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**Part II**

1. Philadelphia address (including zip code) that Business Entity continuously occupies where it conducts business:

\_\_\_\_\_

2. Identify the number of full-time employees employed by Business Entity. Identify the number of full-time employees employed by Business Entity at the Philadelphia location identified above noting what percentage of Business Entity’s entire workforce this number represents:

Total Number of Employees \_\_\_\_\_  
 Number of Employees at Philadelphia location \_\_\_\_\_ and Percentage of Workforce \_\_\_\_\_%

By making this affidavit, Affiant certifies that Business Entity is not tax delinquent and waives the provisions of Section 19-506(2) of The Philadelphia Code by expressly authorizing the Revenue Department to share with the Procurement Department and its designees, all information in the possession of the Revenue Department concerning Business Entity, including any information that would otherwise be confidential. Affiant acknowledges that all representations made herein are true and correct and acknowledges that the submission of false information is subject to revocation of LBE Certification, Debarment and the penalties of 18 Pa.C.S.A. §4903 relating to unsworn falsification to authorities.

\_\_\_\_\_  
 (SIGNATURE OF AFFIANT)

\_\_\_\_\_  
 (DATE)

\_\_\_\_\_  
 (PRINTED NAME)

\_\_\_\_\_  
 (TITLE)

\_\_\_\_\_  
 (COMPANY NAME)

\_\_\_\_\_  
 (TAX ID/FEIN)

SWORN AND SUBSCRIBED BEFORE ME

\_\_\_\_\_  
 (SIGNATURE OF NOTARY PUBLIC)

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_

NOTARY SEAL