



Application for Local Business Entity certification

Apply to become a certified Local Business Entity (LBE) in the City of Philadelphia.

About your business

Provide basic details about your business.

The email address will be used to communicate with you about your certification.

For the CAL #, enter your company's Commercial Activity License number.

For the EIN, enter your company's Employer Identification Number (or Federal Tax Identification Number).

Contact information

Business name _____

Phone | | | | | | | | | | | | | | | | | | | | | | _____

Email _____

Website _____

Contact person's name _____

Principal address _____

City _____ State _____ Zip code | | | | | | | | | | _____

If your principal address is outside of the City, provide the address of your City location below. Otherwise, you may leave this field blank.

Secondary address _____

City _____ State _____ Zip code | | | | | | | | | | _____

License and identification numbers

CAL # _____ Date issued | | | | | | | | | | _____

EIN _____

Certification

Confirm that your business is eligible to be a certified LBE.

In accordance with Section 17-109 of the Philadelphia Code, through submission of this application, I represent that my company qualifies to be a certified Local Business Entity based on the representations made herein and any supporting evidence presented to the Procurement Department.

- ! These are representations of the Business Entity for and on behalf of the applicant Business Entity.
- If applicant Business Entity is a joint venture or partnership, it is required to meet all of the qualifications stated herein. That includes, without limitation, filing of a business privilege tax return solely on behalf of the joint venture or partnership and maintaining a Commercial Activity License issued solely for the joint venture or partnership.

During the last twelve months:

- I filed for a business income and receipts tax return with the City of Philadelphia, establishing that my company conducted business within the City within the calendar year preceding the filing of the return.

During the last eighteen months:

- I have continuously maintained a valid Commercial Activity License and all other licenses and permits necessary to conduct business with the City.
- I have continuously occupied, staffed, and conducted business in an office within the City.



Procurement Department

CITY OF PHILADELPHIA

Certification
(continued)

Principal place of business

My company's principal place of business has been located in the City of Philadelphia for at least eighteen months.

OR

My company has satisfied at least two of the following requirements over the last eighteen months. (Check the boxes that apply.)

More than sixty percent (60%) of the Business Entity's full-time employees are reported as Philadelphia residents on the City of Philadelphia Annual Reconciliation of Employer Wage Tax.

More than half of the Business Entity's full-time employees work in the City at least sixty percent (60%) of the time.

More than three-quarters of the Business Entity's gross receipts are reported on the Entity's business and income receipts tax return as Philadelphia receipts.

Certification and signature

By submission of this application, I hereby certify that I am not tax delinquent and waive 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, my Business Entity's Annual Reconciliation of Employer Wage Tax and business income and receipts tax return, including any information therein that would otherwise be confidential.

I also agree, if required by the Procurement Department, to submit to a site inspection of my office(s) located within the City and I agree to provide employment data, real estate records, and any other data or documentation as deemed necessary by the Procurement Department to establish that the Business Entity has met the requirements for certification.

I agree that any material change to ownership or control of my company or a change in the location, telephone number, or business operations of my company that occurs subsequent to my submission of this application must be reported to the Procurement Commissioner promptly and I understand that the failure to do so, without limiting any other remedies available to the City, may result in the suspension or revocation of my certification as an LBE, the assessment of liquidated damages and/or debarment.

Each year, on or before the anniversary of my certification, I will provide to the Procurement Commissioner, an affidavit affirming that my company continues to meet the requirements for an LBE and is not delinquent in the payment of any City or School District of Philadelphia taxes or related fees.

I am authorized to make the representations contained herein. I hereby verify that all representations made herein are true and correct and acknowledge that the submission of false information is subject to the penalties of 18 Pa.C.S.A.§4904 relating to unsworn falsification to authorities.

Signature _____

Date | | | | | | | | | | | | | | | | | | | | | |

Preparing to apply

To apply for Local Business Entity certification, you must submit:

- A completed application.
- A copy of your company's latest business privilege tax return filed with the City of Philadelphia.

If your principal place of business is outside of the City, you should also submit employment data and other proof of your eligibility. You may be subject to a site inspection of your City location.

To learn more about the benefits of getting certified and how to apply, visit phila.gov/lbe-certification.

Submission process

You may send your application and attachments to LBEcertification@phila.gov. PDF format is preferred for all files.

You will be notified of your status within 10 business days of application receipt. Once your business is certified, you will receive a confirmation in the mail and by email.