



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.