

City of Philadelphia Local Business Entity Certification Application

In accordance with Section 17-109 of The Philadelphia Code, through submission of this application, I¹ 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.

1. During the preceding twelve (12) months:

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

AND

2. During the preceding eighteen (18) months:

I have continuously maintained a valid Commercial Activity License and all other licenses and permits necessary to conduct business with the City; and

I have continuously occupied, staffed and conducted business in an office within the City; and; I satisfy the following requirements (check applicable box):

- My company's principal place of business is located in the City of Philadelphia.²

Or

- during the preceding eighteen (18) months my business satisfies at least two of the three requirements below;
 - I have more than sixty percent (60%) of the Business Entity's full-time employees reported as Philadelphia Residents on the City of Philadelphia Annual Reconciliation of Employer Wage Tax;
 - I have more than half of the Business Entity's fulltime employees working in the City at least sixty percent (60%) of the time;
 - I have more than three quarters of the Business Entity's gross receipts reported on the Entity's business and income receipts tax return as Philadelphia receipts.

Tax ID/FEIN		Commercial Activity License (CAL) Number Date Issued	
Contact Name		Company Name	
Address (es)		Room/Suite/Floor	
City		State/ZIP	
Phone		Facsimile	
Email		Website	

¹ 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 including, without limitation, filing of a business privilege tax return solely on behalf of the Joint Venture or Partnership and maintaining a BPL issued solely for the Joint Venture or Partnership.

² If your principal place of business is not located in the City, provide both the address for your principal place of business and the address of your City location; you will be required to provide employment and other data necessary to establish your qualifications and may be subject to a site inspection of your City location.

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: _____

Please complete and submit this application, along with your company's latest business privilege tax return filed with the City of Philadelphia, via email to ***LBEcertification@phila.gov*** or by facsimile to the Procurement Department at ***215-686-4749***.

You will receive an approval notice via email and U.S. postal mail. For questions, please contact the Procurement Public Information Unit at 215-686-4746.