



Alameda County Transportation Commission Local Business Contract Equity Program Certification Checklist

NEW CERTIFICATION APPLICATIONS

- East Bay Interagency Alliance (EBIA) Common Certification Application

- Supplemental B – Local Business Contract Equity Program Questionnaire
 - Current Business License/Business Tax Certificate/California Motor Carrier Permit

 - Fully executed lease/rental agreement or deed of ownership for real property

 - One of the following (must include Alameda County business address)
 1. Fully executed contract to perform work;
 2. Contract for business service/equipment/utilities; or
 3. Purchase Order.

 - Valid professional license(s) or permit(s)

 - Documentation providing proof of business operation within Alameda County for 6 months or more. (e.g., prior contract, prior business license, expired lease, etc.)

 - Complete tax forms for each of the past three years (for small or very small local business enterprise certifications only)

<u>Partnership:</u>	Federal Tax Form 1065 including Schedule K/K1
<u>Corporation:</u>	Federal Tax Form 1120S and 4562, including Schedule K/K1
<u>Sole Proprietorship:</u>	Federal Tax Form 1040 & Schedule C
<u>Non-Profit:</u>	Federal Tax Form 990 & Letter of Determination

NOTE: Tax submittals must be signed. For unsigned returns, a signed Form 8879 or 8879-S is required.

 - Department of the Treasury Internal Revenue Service Form 4506-T

CERTIFICATION RENEWAL APPLICATIONS

- East Bay Interagency Alliance (EBIA) Common Recertification Application

- Supplemental B – Local Business Contract Equity Program Questionnaire
 - Current Business License/Business Tax Certificate/California Motor Carrier Permit

 - Complete tax forms for each of the past three years (for small or very small local business enterprise certifications only)

<u>Partnership:</u>	Federal Tax Form 1065 including Schedule K/K1
<u>Corporation:</u>	Federal Tax Form 1120S and 4562, including Schedule K/K1
<u>Sole Proprietorship:</u>	Federal Tax Form 1040 & Schedule C
<u>Non-Profit:</u>	Federal Tax Form 990 & Letter of Determination

NOTE: Tax submittals must be signed. For unsigned returns, a signed Form 8879 or 8879-S is required.

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CONTACT US

All certification forms can be found on our website at: https://www.alamedactc.org/app_pages/view/4543. Please direct all certification inquiries to the Contract Equity Team by telephone at (510) 208-7466 or (510) 208-7468 or via email at Certification@AlamedaCTC.org. Certification applications and required documentation may be submitted by email to Certification@AlamedaCTC.org or by mail to: Alameda County Transportation Commission, Attn: Contract Equity Team, 1111 Broadway, Suite 800, Oakland, CA 94607. For email submissions, please include a document receipt request in your email, as larger files may be blocked by the agency's email system.