CA SMALL BUSINESS (SB) DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) CERTIFICATION GUIDE

Start your CA SB/DVBE certification here! This guide will take you through each section of the application using corresponding headings.

1. **GATHER REQUIRED DOCUMENTS**
   - Complete Federal Tax returns (last 3 years) for applicant firm and affiliates
   - IRS verification of your firm’s TIN (tax identification number) or SSN. Need EIN verification?
   - Quarterly Contribution Return & Report of Wages – for firm and affiliates
   - Award of Entitlement, eBenefits Service/Benefit Verification, or Retired/Retainer letter (for DVBE)

2. **REGISTRATION**
   - Provide the following information
   - FEIN or SSN
   - DUNS number
   - Legal Business Name
   - DBA Name (if applicable)
   - Business Phone Numbers
   - Business Fax Number
   - Business Web Address

3. **BUSINESS**
   - Identify what industry the business belongs to and the type of industry (construction, manufacturing, non-manufacturing, services)
   - Provide the following:
     - Business start date
     - Business structure
     - CA Secretary of State Corporation/LLC number
     - Tax year beginning month
     - Whether business structure changed within last three years
     - Is this firm a franchise?

4. **OWNERS**
   - Provide information on the owner(s):
     - Title
     - Type of Owner
     - First and Last Name
     - Ownership Percentage
     - Owner Address
     - Identify whether there is a VP
     - Disclose additional business affiliations

5. **TAXES**
   - Provide the following:
     - Number of employees
     - Number of affiliate employees
     - Gross Annual Receipts for 3 most recent fiscal years

6. **OTHER**
   - Choose which counties in California to contract with
   - Enter single words to describe business products and/or services.
   - Identify UNSPSC Classification Selection
   - Identify if the business is military veteran owned

7. **ATTACHMENTS**
   - Last 3 Federal Tax returns
   - Statement of information or corporate meeting minutes
   - Quarterly Contribution Return and Report of Wages (cont) (EDD Form DE-9C) (4 most recent quarters)
   - Tax ID Number Verification