

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 a Business Income & Receipts Tax (BIR) return (previously a Business Privilege 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 License² (previously a business privilege license) and all other licenses and permits necessary to conduct business with the City; and

I have continuously occupied an office within the City, where my company's business is conducted; and

I satisfy at least one of the following requirements (check applicable box):

- More than half of my company's full-time employees work in the City at least sixty percent (60%) of the time; or
- More than fifty (50) of my company's full-time employees work in the City at least sixty percent (60%) of the time; or
- My company's principal place of business is located in the City of Philadelphia³

Tax ID/FEIN		Commercial Activity License (CAL) Number Date Issued	
Contact Name		Company Name	
Address(es)		Room/Suite/Floor	
City		State/ZIP	
Phone		Facsimile	
E-mail		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 income & receipts 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.

²A Commercial Activity License (previously a business privilege license) is not automatically provided to a Business Entity when they file a Business Income & Receipts Tax return (previously a business privilege tax return). The Business Entity MUST contact the Department of Licenses and Inspections of the City of Philadelphia in order to properly receive a Commercial Activity License.

³ 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, all information in the possession of the Revenue Department concerning my company, including any information 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 by facsimile to the Procurement Department at 215-686-4716, along with your company's latest business income & receipts tax return filed with the City of Philadelphia.

You will receive your certification number via e-mail. You are not certified until you receive your certification number from the Procurement Department. For questions please contact Procurement's Customer Service Unit at 215-686-4746.