



INFORMATION NEEDED FOR SEBD APPLICATION PROCESS

Respond 15 Eligibility Questions (Yes or No)

1. Are you a citizen or legal resident of the United States of America?
2. Have you lived in the State of Louisiana for at least one year?
3. Is 51% of this business owned and controlled by one or more business persons with a personal adjusted net worth less than \$400,000, excluding retirement and personal residence?
4. Is the business' net worth currently less than \$1.5 million?
5. Does the ownership of this business devote 20 hours or more a week to the operation and management of this company?
6. Is the business independently owned and operated?
7. Are all owners and officers of the business citizens or legal residents of the U.S.?
8. Are all owners and officers of the business domiciled in Louisiana?
9. Is the principal business office located in the state of Louisiana?
10. Is the business organized for profit and has it met all legal requirements to operate in the state of Louisiana?
11. Together with affiliated entities, does the business have fewer than 50 full-time employees?
12. Does the business have a three-year average annual gross receipt that is LESS THAN the following limits for its designation?
 - a. Construction operations: \$10,000,000 (\$10 million)
 - b. Non-construction operations:
 - i. \$5,000,000 (\$5 million) if not veteran-owned
 - ii. \$6,000,000 (\$6 million) if at least 51% veteran-owned
13. Is your business 51% owned by a Veteran?
14. Is your business 51% owned by a service-connected disabled Veteran?

Business Information:

- Name of Business
- DBA (if applicable)
- Year established
- Contact person and their title
- Business Physical Address (City, State, Zip code, Parish)
- Business Mailing Address... if different than above (City, State, Zip Code, Parish)
- Business Phone Number & Business Fax Number
- Business Email
- Products or Services that the Business sells or provides
- Commodity code
- The following tax information:
 - Federal Tax ID Number (can be obtained online through IRS at no cost, link provided)
 - Social Security Number (last six digits only)
 - State Tax ID Number (not required)
 - State Purchasing Vendor number (not required)
- Business Structure
- Number of Employees (including yourself)
- Annual Gross Revenue for the past 3 years (each individual year or latest if not in operation for 3 years)

Business Owner Information:

- Name of Owner
- Home Address (City, State, Zip Code, Parish)
- Percentage of Business Ownership
- Additional Owner(s) Information (same as above)