



Terry McAuliffe
Governor

**COMMONWEALTH of
VIRGINIA**

Maurice Jones
Secretary of Commerce & Trade

*Department of Small Business and Supplier
Diversity*

Tracey G. Jeter
Director

September 22, 2014

Dear Certified SWaM Business Owners,

Effective October 1, 2014, all state purchases under \$10,000 shall be set aside for micro-businesses when the price quoted is fair and reasonable.

As a certified Small Business by the Department, your company might qualify to be a "Micro Business".

Micro Business is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3 million in average annual revenue over the three-year period prior to their certification.

Please fill out the online form to apply for the "Micro Business" designation within seven (7) days upon receiving this email.

You will need to **scan and upload** the following documents in one PDF file as required by the online application process:

1. Federal Form 941 (Employer's Quarterly Federal Tax Return): the first page from the most recent four quarters if your company has employees
2. Federal Tax Return: the first page showing the annual gross revenue from 2013, 2012, and 2011, or Schedule C from "Personal Tax Return"

The size limit of the PDF file for the uploading process is 4M. Please scan the document as "File" or "Document" in low resolution (100x100 dpi) to reduce the file size (do not scan as "Picture" or "Image" or your file will be over the file size limit)

Here is the link to the online form: <http://vamba.binaryfountain.com/vendor/vendor-certification/mba>.



Virginia Department of Small Business and Supplier Diversity

Micro Business Application

If you have any questions, please contact our customer service at 804-786-6585.

Online Form

Company Name *

Address *

Federal Tax ID * 9 digits, no "-"

Certification No *

Contact Person Name *

For Public Directory

Business Telephone Number *

Business Email Address *

Information About The Business

Please select your job family * You can select any "Job family" to view the list of "job type" to decide which "job family" is most appropriate for your business

Please select your job type within your job family Click on drop-down to open the next two fields

If your job type is not found in above list, please enter it here If no "job type" or "job family" found on the lists, use this field to list your job type

If the submission is accepted, you will see the following message on your screen after you clicked on the "Submit" button: "Your application for Micro Business Certification is successfully submitted."

We will review your submission and email you if your firm meets the definition of this new micro-business designation.

This is a wonderful opportunity to enhance our small business participation in the state procurement environment and we look forward to your response. If you have any questions, please contact our customer service at 804-786-6585.

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