



Virginia Department of Small Business and Supplier Diversity

Micro Business – A New Certification Category

Why Micro Business Certification:

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. If your firm is not certified as a Micro Business by the bid or proposal due date, you cannot participate in these procurement opportunities.

Micro Business Qualification:

1. You must be a certified **Small** Business under the SWaM Program
2. Your firm with all its affiliates has no more than twenty-five (25) employees
3. Your firm with all its affiliates has no more than \$3 million in average annual revenue over the most recent three-year period

How to Apply for Micro Business Certification - **There are two methods:**

1. As part of your application for SWaM certification or recertification:

When filling out the required "Owner Title Sheet", check "yes" to indicate that you also want to apply for Micro Business status.

2. Complete the online "Micro Business" application form that includes uploading one PDF file that contains all required supporting documents (see below for sample application):

Required supporting documents:

- 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"
- 3) For new businesses or businesses that have no employees, please submit a signed statement of explanation
 - You will need to **scan and upload** the required supporting documents into **one PDF file**
 - The file size must be less than **4 MB** or your submission will not be accepted by the system.

To reduce the size of your scanned documents:

- Scan the documents as "File" or "Document" – not "Image" or "Picture"
- Scan File in Black and White
- Reduce the "Resolution" from 300x300 dpi to 100x100 dpi

Please gather all required documents prior to applying online. If you stay online in the system too long, the system will time you out and disconnect you from the server (You will be working on your computer screen and not linked to the system).

[Here](http://vamba.binaryfountain.com/vendor/vendor-certification/mba) is the link to the online form: <http://vamba.binaryfountain.com/vendor/vendor-certification/mba>. 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.*" Please print it out for your record.