



**CITY OF ATLANTA
BIENNIAL AFFIDAVIT OF NO CHANGE**

---This form must be signed by each Minority/Female/Small business owner and notarized---

Firm Name: _____

Mailing Address: _____

Street Address (if different): _____

Telephone: (____) _____ - _____ (____) _____ - _____

E-Mail: _____

Federal Identification Number: _____ COA Supplier ID Number _____

Any misrepresentation made in this Affidavit will be grounds of initiating proceedings to remove your firm's M/FBE and/or SBE certification status with the City of Atlanta's EBO and/or SBO Program. If your firm does not meet the eligibility criteria to be certified under the EBO and/or SBO Program and attempts to participate in the EBO and/or SBO program based on false, fraudulent, or deceitful representations, the City of Atlanta may initiate suspension or debarment proceedings against your firm; and other enforcement action may be taken against you including referral for prosecution under applicable Federal, State or City of Atlanta statutes.

As required by Section 2-1359 and Section 2-1447 of the City of Atlanta Code of Ordinances, I/We, the undersigned, affirm that there have been no changes in my/our firm's circumstances affecting its ability to meet the size, minority or female status, ownership, or control requirements.

I/We further affirm that there have no material changes in the information provided with my/our firm's application for certification, except for any changes about which I/we have previously provided written notification to the City of Atlanta's EBO and/or SBO Certification Unit pursuant to Section 2-1359 and Section 2-1447.

I/We further affirm that the above referenced firm, including its affiliates as defined by the Small Business Administration (SBA), continues to meet the SBA business size criteria and the overall gross receipts cap of 49 CFR Part 26. More specifically, I/we affirm that the average annual gross receipts of my/our firm and its affiliates, as defined by SBA regulations (see 13 CFR 121.402), do not exceed the thresholds referenced in 49 CFR 26.65 over the firm's previous three fiscal years.

I/We have provided herewith the following supporting documentation of my/our firm's size and gross receipts to support this affidavit:



**CITY OF ATLANTA
BIENNIAL AFFIDAVIT OF NO CHANGE**

- Signed and dated copies of Federal Tax return(s) for the tax year most recently due (including **all** Schedules) for the M/F/SBE firm **and all of its affiliates**. If a sole proprietorship, Personal Federal Tax returns must be submitted.

OR

- If your firm’s Federal tax return(s) have not yet been filed for the tax year most recently due, you must provide a signed and dated copy of Internal Revenue Service Form 4868, *Application for Automatic Extension of Time to File Tax Return*, **and** other appropriate documentation to support the firm’s size and annual gross receipts (e.g. audited Financial Statements).

AND

- Company Capability Statement
- Copy of Bonding Letter (Is company bonded? **Yes** or **No**)
- Copies of Other Certifications your Company has obtained

Under penalty of perjury of the City of Atlanta’s Code of Ordinances, I/we certify to the truthfulness of the affirmations made in this affidavit and the accuracy of the information in the supporting documentation provided herewith.

Printed Name

Signature

Printed Name

Signature

State of _____, City/County of _____

On this _____ day of _____, 20____, before me appeared the above-named individual(s) to me personally known, who being duly sworn, did execute the foregoing affidavit and did state that he/she/they was/were properly authorized to execute this affidavit and did so as a free act and deed.

(Seal/Stamp)

Notary Public

Commission Expires _____

***Please hand deliver or mail forms to our office at 68 Mitchell Street SW, Suite 5100, Atlanta, Georgia 30303. Faxed or emailed forms are not accepted.**