

# Information needed for SEBD Application process:

## **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
- NAICS 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
- Business Operations
- Number of Employees (including yourself)
- Current Total Business Assets
- Current Total Business Net Worth (Assets Minus Liabilities)
- 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)
- What is your Business' Net Profit (Loss)?
- Owner #1:
  - What is Owner #1 Percentage of Ownership?
  - Calculate your Personal Net Worth (Only needed for SEBD Program)
    - Enter your info into the text boxes and Personal Net Worth will automatically calculate
    - Click submit to enter information into your application
      - Assets (do not include retirement assets, personal residence and/or business assets)
      - Liabilities (do not include the mortgage of your personal residence)
  - Please provide ownership information for at least 51% or more ownership of the company
    - If 5 people own 20% each, you will need 3 owner's information
    - If 2 people own 50% each, you will need both owner's information
    - If only 1 owner, we will need only their information

## **Respond 15 Eligibility Questions (Yes or No)**