

# ATTACHMENT 1

## Individual Statement of Ownership

**Individual owner data:** The following information must be completed for all of the individuals listed in the ownership summary of the application. The form may be duplicated as necessary but cannot be altered.

Applicant Firm Name: \_\_\_\_\_

Owner Name (current): \_\_\_\_\_ Former or Maiden Name \_\_\_\_\_

Home Address: \_\_\_\_\_

Social Security Number	Driver's License or State ID #	Race/Ethnicity National Origin	Sex	Date of Birth

Years of Ownership	Percentage of Ownership	Current Salary from Applicant Firm

- ❖ *Attach copy of Driver's license or State ID and proof of race/ethnicity/national origin (e.g., birth certificate, passport).*
- ❖ *Attach copies of W2 and/or 1099 forms for the previous three years.*
- ❖ *Attach a signed Personal Net Worth Statement (Attachment 2) unless non-qualifying owner with less than 20% ownership.*
- ❖ *Attach copies of the three most recent individual federal and state income tax returns including all statements and schedules.*

1. Describe your responsibilities at Applicant firm including any offices held. \_\_\_\_\_  
 \_\_\_\_\_

2. List contributions of money, equipment, or real estate to support how you acquired your ownership interest in the business and the resources you used to start the business. Detail amounts and types of investments listing only assets actually contributed

Asset(s) Contributed by Owner/Shareholder	Dollar Value	Source of Contribution (e.g., Personal Savings, Joint Assets, Inheritance, Loans, etc.)

- Attach copies of any and all legal and financial documents (e.g. equipment receipts and bank deposit statements) to support transactions and demonstrate proof of equity contribution.*

3. Describe your expertise and any management and control of the Applicant firm. Attach a current resume and any professional or trade licenses. (If license is already attached to the Schedule A, note that.)  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Identify any family relationships among any owners, officers, directors, or senior management officials of the firm (including domestic partnership).

Name	Relationship

**Individual Statement of Ownership**

5. Are you a partial or full owner, member, partner, principal, or investor in another company or business entity other than shares in a publicly traded corporation? This includes all corporations, limited liability companies, limited liability partnerships, partnerships, and sole proprietorships. If yes, complete the information as follows.

<b>Name of Business Entity</b>	<b>Date of Ownership</b>	<b>% owned</b>	<b>MBE/WBE or VBE Certified (Y/N)</b>	<b>Principal activities</b>	<b>Address</b>

For all entities listed above, provide the last three years accrual or cash basis gross income or net sales.

(If you check "False" to any of the following statements, please explain why at the end of this page.) I hereby attest to the following as an individual or as an owner of any legal entity that I:

have not been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;

True  False

have not been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against me in connection with: obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;

True  False

am not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in the preceding question; [An indictment or charge is not reason for application denial, but the undersigned must inform the City of the situation's final disposition.]

True  False

have not had one or more public transactions (federal, state or local) terminated for cause or default involving me or any business entity that, at the time of the transaction, I owned directly or indirectly in whole or in part, or of which I was an officer or director; and

True  False

have not been convicted, adjudged guilty, or found liable in a civil proceeding, in any criminal or civil action instituted by the City or by the federal government, any state, or any other unit of local government.

True  False

If you checked "False" to any of the above statements, please explain: \_\_\_\_\_

Under penalty of perjury, I certify that (1) I have conducted reasonable due diligence in collecting the information to be submitted with this Individual Statement of Ownership; (2) based on my knowledge, neither the foregoing completed Schedule A, documents attached thereto, or my Individual Statement of Ownership contain any untrue information nor do any of the foregoing omit any material fact necessary to make the information contained herein true and complete; (3) all submitted copies of tax returns are copies of those that have been filed with the Internal Revenue Service and state revenue agency(ies); and (4) I have read and I understand the City of Chicago policy, rules, regulations, and ordinances regarding Minority and Women-owned business enterprises (M/WBE), Veteran-owned business enterprises (VBE) and Business Enterprises Owned and Operated by People with Disabilities (BEPD).

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date