



CERTIFICATION SOLE PROPRIETORSHIP

If you are applying for HUB Certification and your Sole Proprietorship has not filed a federal income tax return with the IRS, please fill out this page, sign it and upload with your application documentation in the Texas HUB online certification system.

Sole Proprietorship Affidavit of Ownership and Business Balance Sheet

"My name is _____, I am over 18 years of age, and I am fully authorized and competent to make this affidavit.
Owner's name

I have personal knowledge of all statements made in this affidavit, and all such statements are true, complete and correct."

"I am the owner of the sole proprietorship known as _____ located at
Business name

_____, _____, _____, _____, _____
Street address 2nd address (optional) City State ZIP code

The Business was started on _____ and I became the sole owner on _____. I actively participate _____ hours
State Date Hours
per week in the daily activities of the business operations during the regularly established business hours."

"The Business was created for the purpose of making a profit, and it is 100 percent owned, operated and controlled by the undersigned owner. No other person or entity has a beneficial ownership interest, directly or indirectly, in the Business, and neither I nor anyone on my behalf has signed any power of attorney, other assignment or authorization with respect to my ownership."

"In considering whether or not I have experienced the effects of being socially and economically disadvantaged, I attest: 1) I have held myself out to be a member of the qualifying group; 2) I have participated in community affairs as a member of the qualifying group; and 3) I am recognized by the population at large as being a member of the qualifying group."

"Additionally, on behalf of the business stated above, I attest that a federal income tax return has not been filed with the Internal Revenue Service for the business and the following balance sheet correctly reflects the current assets, liabilities and equity of the business."

Business Assets (whole dollar)		Business Liabilities (whole dollar)	
Cash on Hand in Banks	\$ _____	Accounts Payable	\$ _____
Savings Accounts	\$ _____	Notes Payable to Banks and Others	\$ _____
Total Assets	\$ _____	Total Liabilities	\$ _____
Net Worth (Total Assets Minus Total Liabilities)		\$ _____	

"Furthermore, in conjunction with submitting the HUB Certification Application and this Affidavit, I agree to provide CPA with a copy of the business' most current federal income tax return filed with the IRS, upon CPA's request (i.e., HUB re-certification, HUB compliance review)."

"I certify as evidence of my signature below, I have read and understand all statements contained here within and that all information I have provided is true and correct."

Printed Name of Eligible Applicant

Signature of Eligible Applicant

Important: It is a third degree felony if a person intentionally applies as a HUB for an award of a purchasing contract or public works contract and knows the person does not meet the definition of a HUB. See Texas Government Code Section 2161.231.