



METRO SMALL BUSINESS CHECKLIST FOR CERTIFICATION/RECERTIFICATION

Complete Online Application and Upload the required certification documents at <https://ridemetro.sbdbe.com> - Select Apply for Certification

Small Business Certification Requirements

- ✓ Business must have operated at least 1 year
- ✓ Business must have at least 1 year Business Tax Returns
- ✓ Business must have at least \$5,000 in revenue in the last 12 months
- ✓ Business does not exceed the U. S. Small Business Administration size standards
 - Visit the link at: www.sba.gov/sites/default/files/Size_Standards_Table.pdf
- ✓ Personal Net Worth for each owner with 5% or more ownership does not exceed \$1.32M

Document Requirements:

- ✓ METRO's Personal Net Worth Statement for each owner with 5% or more ownership
- ✓ The Affidavit of Certification must be signed and notarized for EACH owner
- ✓ 3 years of company taxes or 1 year company tax return if new business
 - **(If you do not have company taxes, please submit 3 years of your personal taxes)**
- ✓ 1 year of personal taxes for each owner

Other Requirements:

- ✓ Provide NAICS codes & a description of your company services.

New Certifications must also include:

- ✓ 3 verifiable references (name, email address and phone number)

For questions regarding METRO Small Business Certification please contact Monique Pettaway, Certification Specialist at 713-739-6032 or email monique.pettaway@ridemetro.org