

8(a) Application Preview

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NOTE: This is a sample 8(a) application example for business type Corporation

Eligibility

General Assessment

Eligibility

General Assessment

Prior 8(a) Involvement

Outside Assistance

Business Size

Review

General Assessment

Is your company a for-profit business?

Yes No

More Information

Your company must be a for-profit business to qualify for the 8(a) Program. If your company is not a for-profit business, it is not eligible for program participation.

Is your company operating as a broker?

Yes No

More Information

Brokers are not eligible for participation in the 8(a) Program. If your company does add material value, take ownership or possession of, or handle the item being procured with its own equipment or facilities, your company may be operating as a broker. Please note that SBA's definition of 'broker' does not include real estate or investment brokers. Reference: 13 CFR §124.108(d)

Has your company ever generated revenue?

Yes No N/A - Entity Owned

Does your company have a Doing Business As (DBA) name?

Yes No

More Information

A doing business as name may also be referred to as an assumed name, fictitious name, or trade name.

Save and continue



Prior 8(a) Involvement

Eligibility

General Assessment ✔

Prior 8(a) Involvement

Outside Assistance

Business Size

Review

Prior 8(a) Involvement

Has your company ever participated in the 8(a) Program?

Yes No

More Information

The 8(a) Program has one-time eligibility. This includes participation under another name, voluntary withdrawal, termination, or graduation.

Has your company ever submitted an application to the 8(a) Program?

Yes No

More Information

If yes, describe what happened to the previous application to the 8(a) Program. Possibilities include that the application was returned because it was incomplete, your company withdrew the application prior to a formal decision, your application was closed, or your company may have been formally denied program participation. If your company received a formal decline decision, it must wait 90 days from the date of the denial letter to apply again. Please respond 'yes' if your company has ever submitted an application under another name. If your company was formally denied program participation, please provide a copy of the decline letter.

Do the assets of a former 8(a) company make up 50% or more of your company's assets?

Yes No

More Information

If yes, please provide an explanation above and upload all relevant documentation. The documents should contain the name of the 8(a) Program Participant. Assets may include machinery, contracts, equipment, etc. At the time of application, if the assets of a former 8(a) Program Participant constitute 50% or more of applicant firm's assets, then your business will not be eligible for participation in the program because of one-time eligibility.

[Save and continue](#)

Outside Assistance

Eligibility

General Assessment



Prior 8(a) Involvement



Outside Assistance

Business Size

Review

Outside Assistance

Did you hire a consultant to help with your 8(a) application?

Yes No

More Information

If yes, upload a signed [Representatives and Fees form](#) and consulting agreement. Outside consultants may include attorneys, accountants, appraisers, agents, or other representatives who assisted in preparing your application.

Save and continue

Business Size

Eligibility

General Assessment



Prior 8(a) Involvement



Outside Assistance



Business Size

Review

Business Size

Does your company qualify as a small business?

Yes No

More Information

Your company must be small according to SBA size standards to participate in the 8(a) Program. Refer to the table of size standards in the [Small Business Size Regulations, 13 CFR § 121.201](#)

Has your company or any of its affiliates ever received a formal SBA size determination?

Yes No

More Information

A formal SBA size determination is not required for program participation but must be provided if received in the past.

Save and continue



Ownership

Firm Ownership

Ownership

Firm Ownership

Ownership Details

Corporations

LLCs

Partnerships

Sole Proprietors

Review

Firm Ownership

Please detail the ownership of your company:

Type of Owner	Name	U.S. Citizen	Position in Company	Basis for Disadvantage	Claiming Disadvantage?	Ownership %	Action
<i>No items added yet</i>							
Total						0%	

Add Entry

[+ Add documents](#)

More Information

A company is considered entity-owned if it is 51% owned by an American Indian Tribe, Alaska Native Corporation, Community Development Corporation, or Native Hawaiian Organization. If your company is entity-owned, please complete and upload the relevant form 1010 from the following list:

- [American Indian Tribe \(AIT\) form](#)
- [Alaska Native Corporation \(ANC\) form](#)
- [Community Development Corporation \(CDC\) form](#)
- [Native Hawaiian Organization \(NHO\)](#)

Save and continue



Ownership Details

Ownership

Firm Ownership



Ownership Details

Corporations

LLCs

Partnerships

Sole Proprietors

Review

Ownership Details

How did you become an owner of your company?

- Started the company
- Bought the company
- Received the company as a gift, inheritance, or transfer
- Acquired the company through merger
- Other

Has your company's ownership, legal structure, or name changed in the past two years?

- Yes
- No

More Information



If yes, explain the changes and identify all prior owners, ownership percentage, and dates of ownership within the last two years. Please upload the stock, purchase or sales agreements and evidence of compliance with all terms and conditions of the stock, purchase or sales agreements.

Does your company have any buy-sell agreements, shareholder agreements, or other ownership arrangements which may impact your unconditional ownership of the company?

- Yes
- No

More Information



If yes, upload copies of the agreements. SBA treats unexercised stock options held by non-disadvantaged individuals as being exercised, which impacts ownership.

Does your company currently have ownership interest in any other companies?

Yes No N/A - Entity Owned

More Information

If yes, attach the following information for each company:

- Name
- Address
- Structure (LLC, Corporation, Partnership, Sole Proprietorship)
- Names of the owners, board members, and officers
- Primary NAICS code
- Nature of relationship
- Percentage of ownership
- Was the firm ever certified as an 8(a) Participant?
- The last five years of filed Federal tax returns, including all schedules and attachments.
- Most recent year-end financial statements
- Year-to-date financial statements

Please upload a Transmutation agreement if you are married and living in a community property State/Territory-(Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, Wisconsin, Guam, Puerto Rico)

[+ Add documents](#)

More Information

Community property is owned jointly by a married couple. A transmutation agreement allows for your spouse to change the character of their ownership from community property to separate property.

Does any other company or organization have more than 10% ownership interest in your company?

Yes No N/A - Entity Owned

More Information

If yes, attach the following information for each company:

- Name
- Address
- Structure (LLC, Corporation, Partnership, Sole Proprietorship)
- Names of the owners, board members, and officers
- Primary NAICS code
- Nature of relationship
- Percentage of ownership
- Was the company ever certified as an 8(a) Participant?

A non-8(a) company that owns at least 10% of a company currently in the 8(a) program may not also own more than a 10% interest in another company applying to the 8(a) program. This restriction does not apply to financial institutions licensed or chartered by federal, state or local government, including investment companies licensed under the Small Business Investment Act of 1958. Reference: 13 C.F.R. § 124.105(h)(1)

Further, a company not currently in the 8(a) program in the same or similar line of business as the company applying to 8(a) may not own more than a 10% interest in the company applying to 8(a). This restriction does not apply to former 8(a) Participants, which are permitted to own up to 20% of a company applying to 8(a). Reference: 13 C.F.R. § 124.105(h)(2)

Save and continue

Corporations

Ownership

Firm Ownership



Ownership Details



Corporations

LLCs

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Review

Corporations

Please upload the following:

- **Articles of Incorporation (original and current version)**
- **Bylaws (current version)**
- **Current Shareholder meeting minutes showing the election of the Board of Directors**
- **Current Board of Director meeting minutes showing the election of Officers**

[+ Add documents](#)

More Information

Bylaws should show that you have complete control of the company. Common issues include supermajority or unanimous consent voting provisions that could impact complete control of the company. Shareholder and Board meetings must be held in accordance with your company's by-laws and meeting minutes must detail the election of the Board of Directors and the Officers.

Please upload the following:

- **Stock Certificates (front and back)**
- **Stock ledger/register**
- **Transmutation agreements (if married and living in a community property State/Territory-Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, Wisconsin, Guam, Puerto Rico)**
- **Voting agreements**

[+ Add documents](#)

More Information -

Community property is owned jointly by a married couple. A transmutation agreement allows for your spouse to change the character of their ownership from community property to separate property.

Please upload your company's Certificate of Good Standing (dated within one year)

[+ Add documents](#)

More Information -

A **Certificate of Good Standing** is a state-issued document that says your firm is authorized to do business in that state. It is issued by your state's Secretary of State office. Different states use different names for the Certificate of Good Standing. It may also be called a Certificate of Existence or a Certificate of Status.

Save and continue

Character

Character

Review

Character

Is your company a defendant in any pending lawsuits?

Yes No

More Information

If yes, please provide a copy of the current status of the lawsuit and a copy of the complaint, answer and and/or counterclaim filed in the suit.

- A summary of the current status of the lawsuit and claims, including the firm's interest in the suit
- A copy of the complaint, answer, and/or counterclaim filed in the suit

Has your company filed for bankruptcy or insolvency in the last 7 years?

Yes No

More Information

If yes, please provide a copy of the bankruptcy court's final order with all schedules and/or discharge.

Does your company have any outstanding delinquent federal, state, or local financial obligations or liens?

Yes No

More Information

Report any obligations, including delinquent tax returns and delinquent SBA loans. If yes, provide all of the follow that apply:

- Information about any tax limits and unsatisfied judgments
- Evidence of repayment arrangements
- Proof of compliance with repayment arrangements
- Year of tax delinquency and an explanation

If a company or any of its principals fails to pay significant overdue debts to the Federal Government, both the company and the principals are not eligible to participate in the 8(a) Business Development program. Examples of debts are unresolved tax liens and defaults on federal loans or other federally assisted financing.

Has your company (under any name) ever been debarred or suspended by any Federal entity?

Yes No

More Information

If yes, upload the details regarding the debarment or suspension, including any related documents.

Debarred or suspended companies or companies owned by debarred or suspended individuals are not eligible for the 8(a) Business Development Program.

[Continue](#)



Potential for Success

Taxes

Potential for Success

Taxes

Revenue

Potential for Success

Review

Taxes

Please upload your company's federal tax returns filed in the last five years, including all schedules, attachments, and proof of payment if a balance was due.

[+ Add documents](#)

More Information

If your company has not been in business for five years, upload all available tax returns.

[Continue](#)

Revenue

Potential for Success

Taxes



Revenue

Potential for Success

Review

Revenue

Are you applying for the 8(a) Program under the same primary NAICS code listed for your company on [SAM.gov](https://sam.gov)?

Yes No

More Information

If no, enter your new primary NAICS code in the explanation field. You must also update your primary NAICS code in SAM.gov.

You can find your primary NAICS code in your business profile on [Certify.SBA.gov](https://certify.sba.gov) or [SAM.gov](https://sam.gov).

In most cases, your company's primary NAICS code must account for the largest portion of sales during the most recently completed fiscal year.

Please upload your company's three most recent year-end and current year-to-date financial statements.

[+ Add documents](#)

More Information

Financial statements must include a balance sheet and a profit and loss statement. The same net income should be included on both the balance sheet and the profit and loss statement. Ensure that equity/retained earnings roll forward correctly from year-to-year. If your company has not been in operation for three years, provide all available financial statements



Please list all contracts awarded to your company in the last 12 months.

Award Date	Customer Name	NAICS Code	Description of Work	Total Contract Value	Annual Revenue	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="color: green;" type="text" value="+"/>

More Information -

If you perform work as a subcontractor, list the prime contractor as the customer.

Provide a copy of your company's local business license, or evidence that a local business license is not required.

[+ Add documents](#)

Continue



Potential for Success

Potential for Success

Taxes



Revenue



Potential for Success

Review

Potential for Success

Does your company have any loans that are not from commercial banks?

Yes No

More Information

If yes, upload copies of loan agreements. This includes agreements with factoring companies, officers, shareholders, or members. These agreements should include the complete terms (loan sources, amounts, purpose of money loaned, name(s) of any persons/companies securing the loan, and the name(s) of those guaranteeing the loan.

Is your company required to have any industry specific licensing?

Yes No

More Information

If yes, upload your company's special licenses required in its industry, such as engineering, accounting, construction, etc. Please include detail showing the individual who qualified your company for the industry specific licensing.

Is your company in the construction industry?

Yes No N/A

More Information

If yes, upload a Statement of Bonding Ability detailing your company's single and aggregate bonding limits.

Is your company's primary NAICS code supported by the Business Activity Codes used on your company's tax returns?

Yes No

More Information

If not, provide an explanation from your tax preparer explaining the conflict. If your company's primary NAICS code in SAM.gov is wrong, please update your SAM profile. Note that the correct code is the one that has generated the most revenues over the past year.

Continue



Control

Firm Control

Control

Firm Control

Leased Facility

Review

Firm Control

Does your company have any agreements that may impact ownership or control? These may include:

- joint venture
- mentor protégé
- indemnity
- consulting
- distributorship
- licensing
- trust
- franchise
- management
- certifications
- permits

Yes No

More Information

If yes, upload the agreements.

Do any other companies or individuals provide financial support to your company?

Yes No

More Information

If yes, provide details of the relationship including nature of assistance and copies of any related agreements. Examples include loans, lines of credit, or any other financial support.

Are you the highest compensated person in your company?

Yes No N/A - Entity Owned

More Information

Please provide evidence of who the highest compensated member of your company is. If it is not you, please provide an explanation why that is in the best interest of your company.

Please upload your company's business bank account signature card(s).

[+ Add documents](#)

More Information

A **signature card** is a document your bank keeps with the signatures of all of the people authorized to access your account. The bank compares future signatures against these signatures to prevent forgeries.

If your bank does not have a signature card for your account, upload a letter from the bank that shows everyone authorized to sign for each of your firm's bank accounts

If there are other individuals included on the signature card, provide an explanation of why they need access to the business bank account. You will also need to add them as a contributor at the end of your application because they are identified as a key employee.

Does your company share any locations or resources with any other companies?

Yes No

More Information

If so, upload the terms of the agreement. Resources may include may include facilities, equipment, employees, telephone, fax, P.O. Box, office space, or warehouse.

Does your company lease or use office space or other facilities from any other company?

Yes No

More Information

If so, upload the terms of the agreement.

[Continue](#)

Leased Facility

Control

Firm Control



Leased Facility

Review

Leased Facility

Do any principals of your company have any financial or familial interest or relationship with the owner of the leased facility?

Yes No

More Information

If yes, provide the name of the other business and the name of the principal who has an interest in or familial relationship with the owner of the leased facility.

Save and continue

Contributors

[<< Back to application overview](#)

Individual Contributors

Please complete your firm owner questionnaire and invite your contributors to complete theirs. Each person you invite to contribute will receive an email with instructions for creating their profile and submitting their information.

Attention! Your new individual Contributor invite will have 30 days to sign up as a contributor when you send your invitation. The 30 days limit only applies to the contributor who hasn't sign up from the previous or current year. They will receive an email sent to the address you entered. After that, the applicant must submit a help ticket with [Certify Help Desk](#)

Entity-owned firms: You are not required to answer all of these sections or questions. Please follow the supplemental instructions for entity-owned firms.

Your contributors

Thong Nguyen - firm owner (disadvantaged individual)

As the firm owner applying for the 8(a) program, you are claiming economic disadvantage and must submit this section about your personal financial information.

Status: **NOT STARTED**

[Go to questionnaire](#)

Other disadvantaged owners (disadvantaged individual)

Your firm must be at least 51% owned by one or more economically disadvantaged individuals to qualify for the 8(a) program. If you do not own 51% or more of the firm, send the other owner(s) who are claiming economic disadvantage an invitation to submit this section.

Note: An individual can only claim disadvantage for 8(a) certification once in their lifetime. If you own 51% or more of the firm, the other owner(s) do not need to submit this section.

[Invite other disadvantaged owners](#)

Spouses

If your spouse is a key employee, officer, or holds more than 10% interest in your company, they must register as a Nondisadvantaged applicant as well as your spouse.

[Invite spouses](#)

People involved with your firm

Each of the following people involved with your firm must complete this section.

- Everyone who owns at least 20% of your firm
- Officers
- Directors
- Board members
- Managers
- Partners

[Invite people involved with your firm](#)