



DEPARTMENT OF GENERAL SERVICES

Office of Small Business Certification and Resources

1531 I Street, Second Floor * Sacramento, California 95814-2016 * (916) 323-5478

SB APP 20001108

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REF# 0021799
COMPUTERWORKS TECHNOLOGIES
621 SONORA AVE
GLENDALE CA 91201

Dear Business Person:

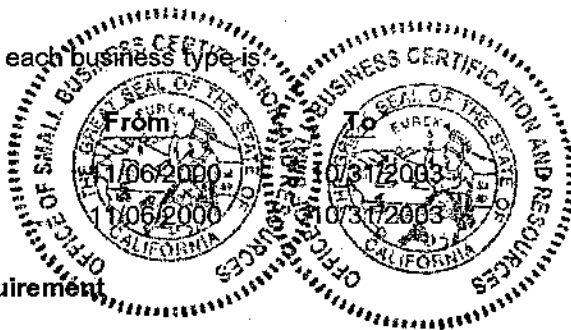
Congratulations on your certified small business status with the State of California. Your certification entitles you to benefits under the state's Small Business Participation Program within state contracting, including a five percent bidding preference and special provisions under the Prompt Payment Act.

Certification period

Your certification period for each business type is:

Industry

NON-MANUFACTURER
SERVICE



Annual Submission Requirement

Proof of Annual Receipts

To maintain your certified status, you must submit annually to our office an ENTIRE SIGNED copy of the federal tax return for your firm and all affiliates. Include ALL schedules, forms, statements, and any other support documents as filed with the Internal Revenue Service (IRS). Any firm submitting to our office Form 1040 Individual federal tax returns must include ALL Form W-2s associated with that tax return.

IMPORTANT! Please ensure your submitted tax return copies are SIGNED by an authorized owner/officer. Unsigned tax return copies are a common oversight as most copies from tax preparers are not ordinarily signed.

Because most businesses do not immediately file their tax returns at the end of their tax year, we will accept a temporary Affidavit of Income. A copy is enclosed for your convenience. Submit the Affidavit of Income to our office within the first month following the close of your firm's tax year. The affidavit is valid for 90 days. When the affidavit expires, submit a signed copy of your firm's federal tax return--including all attachments, statements, etc.

If you requested a tax filing extension from the Internal Revenue Service, submit a copy of the extension to our office. When your tax returns are complete, submit the entire signed federal tax return no later than two weeks after the tax filing extension expires.

Prompt Payment Program

The Prompt Payment Act encourages state agencies to pay the undisputed invoices of certified small businesses and registered nonprofit organizations on a timely basis. Prompt payment is reinforced by adding interest penalties for late payment. Covered under the Act are certified small businesses that are either a service,

**Standard Industrial Classification (SIC) Code(s)
Certification Approval Attachment**

You selected the following Standard Industrial Classification (SIC) codes and/or contractor's license classifications to describe your firm's business:

***Construction firms are classified by their California contractor's license classification(s).**

<u>Industry</u>	<u>4-Digit SIC Code*</u>	<u>SIC Code Description</u>
NON-MANUFACTURER	5045	Computers & computer peripheral equipment & software
SERVICE	7373	Computer integrated systems design
	7378	Computer maintenance & repair
	7379	Computer related services, n.e.c.