



City of Tulsa

Building Resources in Developing & Growing Enterprises
BRIDGE

RENEWAL FORM - RECIPROCITY

Please complete and notarize this form and **MAIL OR DELIVER** with supporting documents to the Human Rights Department
FAX or EMAIL FORMS WILL NOT BE ACCEPTED

SECTION 1. BUSINESS INFORMATION

Name of Firm _____

Mailing Address (Include Apt#/Suite) _____

City/P.O. Box, State, Zip Code _____

Firm Address (include Zip Code) _____

Name of the Majority Owner	Position Title	%	of ownership

PHONE Number (Include area code)	FAX Number (Include area code)	EMAIL

CELL Phone (Include area code)	WEBSITE

SECTION 2. OWNERSHIP AND CONTROL

A.	In the past year has this firm acquired assets, stock from other companies, or business loans in excess of \$20,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, Please Explain
B.	Has there been a change in *key employee(s) and/or ownership interest in the firm in the past year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, Please Explain
C.	Has 5% or greater of the firm's stock been sold, transferred or recalled in the past year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please submit updated stock register
D.	Is there a License Required to do your Business?	If Yes, please submit a legible copy of the license		
	During the past year has this firm or other firm with any of the same officers been denied certification with a state, federal or private certification organization?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, List Organization(s)
	Has the firm's commodity codes changed? If so, please list changes. Locate commodity code list on Purchase-Net (www.cityoftulsapurchasing.org)	Add:		
		Delete:		
	Submit Three Years of latest prepared BUSINESS Federal income tax returns (include all schedules)			
	Submit IRS Form 4506T – for past three years of BUSINESS prepared Federal income tax return (to ensure HRD receives all necessary information a form has been enclosed or use online IRS form at: http://www.cityoftulsa.org/community/humanrights/documents/IRSF4506t.pdf)			
	Submit Three Years of latest prepared PERSONAL Federal income tax returns (include all schedules)			
	Submit IRS Form 4506T – for past three years of PERSONAL prepared Federal income tax return (to ensure HRD receives all necessary information a form has been enclosed or use online IRS form at: http://www.cityoftulsa.org/community/humanrights/documents/IRSF4506t.pdf)			

*Key Employees/Ownership: Individuals who own at least twenty percent (20%) of the company, and those permitted to make *major* decisions regarding purchases, expansion and liquidation, and/or those responsible for making management, policy and other final decisions.

AFFIDAVIT

The undersigned swears the foregoing statements are true and correct and includes all material information necessary to identify and explain the operations of (Name of Firm)

_____ as well as the ownership of the firm. Further, the undersigned agrees to provide through the prime contractor or, if no prime, directly to the City of Tulsa Human Rights Department current, complete, and accurate information regarding actual work performed on the project, payment and any proposed change of the aforementioned information. The undersigned also agrees to permit the audit and examination of books, records and files of the named firm.

NOTE: If, after filing this application, and before the work of this firm is completed on the contract, there are any significant changes to the information submitted, **you must notify the City of Tulsa Human Rights Department of the changes within ten business days.**

SIGNATURE	NAME
TITLE	DATE
STATE OF	COUNTY OF

On this _____ day of _____, 20 _____,

_____ (Name) appeared before me and executed this affidavit,

With proper authority from (Name of Firm) _____ to execute this affidavit

SEAL

NOTARY PUBLIC

COMMISSION EXPIRES

Revised 03/09