



Terry McAuliffe
Governor

**COMMONWEALTH of
VIRGINIA**

Maurice Jones
Secretary of Commerce &
Trade

*Department of Small Business and Supplier
Diversity*

Tracey G. Jeter
Director

September 22, 2014

Dear Certified SWaM Business Owners,

Effective October 1, 2014, all state purchases under \$10,000 shall be set aside for micro-businesses when the price quoted is fair and reasonable.

As a certified Small Business by the Department, your company might qualify to be a "Micro Business".

Micro Business is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3 million in average annual revenue over the three-year period prior to their certification.

Please fill out the online form to apply for the "Micro Business" designation within seven (7) days upon receiving this email.

You will need to **scan and upload** the following documents in one PDF file as required by the online application process:

1. Federal Form 941 (Employer's Quarterly Federal Tax Return): the first page from the most recent four quarters if your company has employees
2. Federal Tax Return: the first page showing the annual gross revenue from 2013, 2012, and 2011, or Schedule C from "Personal Tax Return"

The size limit of the PDF file for the uploading process is 4M. Please scan the document as "File" or "Document" in low resolution (100x100 dpi) to reduce the file size (do not scan as "Picture" or "Image" or your file will be over the file size limit)

Here is the link to the online form: <http://vamba.binaryfountain.com/vendor/vendor-certification/mba>.