

# LINCOLN MILITARY HOUSING

There are two steps to determining if you qualify as a small business.

**Step 1** Go to: <http://www.naics.com/search.htm>

This website will help you find your NAICS code. The database is large and, depending on your Internet speed, it may take a moment to load. When the NAICS page opens, simply select a category in the pink highlighted area that best fits your industry. Find the six-digit number that best fits your business and write that number on the appropriate line below.

**Step 2** Go to: [http://www.sba.gov/idc/groups/public/documents/sba\\_homepage/serv\\_sstd\\_tablepdf.pdf](http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf)

This website will help you to verify that your company qualifies as a small business. Again, This database is large and may take a moment to load. When the SBA page opens, note the column on the left is NAICS Codes and the columns on the right are Dollar Income and Employee Count. Scroll down until you find the NAICS number that matches the one you found in **Step 1**. If your business does not exceed the maximum numbers indicated in both the Dollar Income and Employee Count columns for your NAICS number, you are qualified to be a Small Business. If your business exceeds the maximum numbers indicated in either of the last two columns, you are not qualified to be a Small Business.

**Step 3** Please check the appropriate box below that declares whether or not you are qualified to be a Small Business.

_____	
Company Name	
_____	
Address	
_____	
City, State, Zip	
_____	
Phone	
_____	
E-Mail	
_____	
<b>Enter your NAICS Code Number Above</b>	
<i>Please Check One</i>	→ <input type="checkbox"/> <i>Qualified to be a Small Business</i>
	<input type="checkbox"/> <i>Not Qualified to be a Small Business</i>
<i>Please Check One</i>	→ <input type="checkbox"/> <i>Works on-site at Lincoln Military Housing properties</i>
	<input type="checkbox"/> <i>Does not work on-site at Lincoln Military Housing properties</i>
_____	
Signature of Vendor Representative	
_____	_____
Print Name Here	Date
<b><i>My Signature Certifies this Statement to be Correct</i></b>	