

## INSTRUCTIONS FOR COMPLETING THE PERSONAL FINANCIAL STATEMENT

Please do not make adjustments to your figures pursuant to U.S. Department of Transportation (U.S. DOT) regulations 49 CFR Part 26. The agency that you apply to will use the information provided on your completed Personal Financial Statement to determine your *Personal Net Worth According to 49 CFR Part 26*. An individual's *Personal Net Worth According to 49 CFR Part 26* includes only his or her own share of assets held jointly or as community property and excludes the following:

- Individual's ownership interest in the applicant firm;
- Individual's equity in his or her primary residence;
- Tax and interest penalties that would accrue if retirement savings or investments (e.g., pension plans, Individual Retirement Accounts, 401(k) accounts, etc.) were distributed at the present time.

If your *Personal Net Worth According to 49 CFR Part 26* exceeds the \$1.32 million cap and you, individually, or you and other individuals are the majority owners of an applicant firm, the firm is not eligible for DBE certification. If the *Personal Net Worth According to 49 CFR Part 26* of the majority owner(s) exceeds the \$1.32 million cap at any time after your firm is certified, the firm is no longer eligible for certification. Should that occur, it is your responsibility to contact your certifying agency in writing to advise the firm no longer qualifies.

### ➤ General Instructions

- You must fill out all line items on the Personal Financial Statement to the best of your ability.
- If necessary, use additional sheet(s) of paper to report all information and details.
- The Personal Financial Statement must be notarized by someone other than a family member. It should be dated and signed within the previous 90 days before submitting it to the Unified Certification Program.

### ➤ Specific Instructions

## DATE AND CONTACT INFORMATION

Be sure to include the date and your contact information.

## ASSETS

All assets must be reported at their current fair market values as of the date of your statement. **Assessor's assessed value for real estate, for example, is not acceptable.** Assets held in a trust generally should be included.

- ❖ **Cash on hand & in Banks:** Enter the total amount of cash on-hand and in bank accounts other than savings.
- ❖ **Savings Accounts:** Enter the total amount in all savings accounts.
- ❖ **IRA or other Retirement Account:** Enter the total present value of all IRAs and other retirement accounts, including any deferred compensation and pension plans.
- ❖ **Accounts & Notes Receivable:** Enter the total value of all monies owed to you personally, if any. This should include shareholder loans to the applicant firm, if any.
- ❖ **Life Insurance-Cash Surrender Value Only:** Enter the value of any life insurance policies. This amount should be cash surrender value only, not the amount a beneficiary would receive upon your death, also known as face value. A complete description is required in Section 4.

- ❖ **Stocks and Bonds:** Enter the current market value of your stocks and bonds. A complete listing and description is required in Section 2.
- ❖ **Real Estate:** Enter the current fair market value of **all** real estate owned, excluding the primary residence. A complete listing and description of all real estate owned is required in Section 3. The amount must correspond with the total "Present Market Value" amounts listed in Section 3.
- ❖ **Automobile-Present Value:** Enter the current fair market value of all automobiles owned.
- ❖ **Other Personal Property:** Enter the current fair market value of all other personal property owned, but not included in the previous entries. A complete description of these assets is required in Section 1.
- ❖ **Other Assets:** Enter the current fair market value of all other assets owned, but not included in the previous entries. A complete description of these assets is required in Section 1.

## LIABILITIES

- ❖ **Accounts Payable:** Enter the total value of all unpaid accounts payable that is your responsibility.
- ❖ **Notes Payable to Bank and Others:** Enter the total amount due on all notes payable to banks and others. This should not, however, include any mortgage balances. A complete description of all notes payable to banks and others is required in Section 5.
- ❖ **Installment Account (Auto):** Enter amount of the present balance of the debt that you owe for auto installment account.
- ❖ **Installment Account (Other):** Enter amount of the present balance of the debt that you owe for other installment accounts. For example, include the balances of all credit card debts in this line.
- ❖ **Loans on Life Insurance:** Enter the total value of all loans due on life insurance policies.
- ❖ **Mortgages on Real Estate:** Enter the total balance on all mortgages payable on real estate, excluding the primary residence. A complete breakdown of all mortgages on real estate is required in Section 3. The amount must correspond with the total of the mortgage balances amounts listed in Section 3.
- ❖ **Unpaid Taxes:** Enter the total amount of all taxes that are currently due, but are unpaid. Contingent tax liabilities or anticipated taxes for current year should not be included. A complete description is required in Section 5.
- ❖ **Other Liabilities:** Enter the total value due on all other liabilities not classified in the previous entries. A complete description is required in Section 5.
- ❖ **Net Worth:** To compute Net Worth, add all liabilities and put that figure in the Total Liabilities line. Then subtract Total Liabilities from Total Assets to get your Net Worth. To check your figures, add Total Liabilities and Net Worth and the sum must equal Total Assets. If your figures do not match, your form will be returned to you to correct and complete again.

## SECTION 1. SOURCE OF INCOME

- ❖ **Salary:** Enter the amount of your total annual salary. This includes any salary from the applicant firm and if applicable, any salary from outside employment.
- ❖ **Net Investment Income:** Enter the total amount of all investment income (i.e. dividends, interest, etc.).
- ❖ **Real Estate Income:** Enter the total amount of all real estate income received from the sale, rental, lease, etc. of real estate held.
- ❖ **Other Income:** Enter the total amount of all other income received (i.e. alimony, social security, pension, etc.). Please be sure to describe the source of the other income in the space provided below in section 1.

## CONTINGENT LIABILITIES

Contingent liabilities are liabilities that belong to you only if an event(s) should occur. For example, if you have cosigned on a relative's loan, but you are not responsible for the debt until your relative defaults, that is a contingent liability. Contingent liabilities do not count toward your net worth until they become actual liabilities.

- ❖ **As Endorser or Co-Maker:** Enter the total potential liabilities due as a result of being a co-signer for a loan or other commitments.
- ❖ **Legal Claims and Judgments:** Enter the potential liabilities due as a result of legal claims from judgments, lawsuits, etc.
- ❖ **Provisions for Federal Income Tax:** Enter the total amount of all federal taxes for which you are potentially liable due to an anticipated gain on the pending sale of an asset or other circumstances, such as pending disputes or litigation which could possibly result in a personal tax liability.

- ❖ **Other Special Debt:** Enter the total amount due on all remaining potential debts not accounted for.

### **SECTION 1. OTHER PERSONAL PROPERTY AND OTHER ASSETS**

Itemize and describe in detail other personal property and other assets owned as listed in the "Assets" column. For other personal property, include boats, trailers, jewelry, furniture, household goods, collectibles, clothing, etc. For other assets, include equity interest in other businesses, trusts, investments, etc.

### **SECTION 2. STOCKS AND BONDS**

Enter the number of shares, names of securities, fair market value, and the date of fair market value for all shares of stock and bonds held. You may attach recent copies of your stock account listings. Do not include stock in your business.

### **SECTION 3. REAL ESTATE OWNED**

Enter the type of property, address, date of purchase, present fair market value, city or county to which property taxes are paid, name and address of mortgage holder, mortgage balance, and amount of payment for all real estate held. Please ensure that this section contains all real estate owned, including rental properties, vacation properties, commercial properties, etc. The primary residence should be included in this section, but any values associated with it should not be counted toward the assets or liabilities on the first page of the Personal Financial Statement. Total "Present Market Value" amounts should correspond with the "Real Estate" amount listed in the "Assets" column, minus the primary residence. Additionally, total "Mortgage Balance" amounts should correspond with the "Mortgages on Real Estate" amount listed in the "Liabilities" column, minus the primary residence. Attach additional sheets if needed.

### **SECTION 4. LIFE INSURANCE HELD**

Describe all life insurance policies held. Please be sure to include the face amount of the policies, name of insurance company and beneficiaries and cash surrender values of the policies.

### **SECTION 5. NOTES PAYABLE TO BANKS AND OTHERS AND ACCOUNTS PAYABLE**

Enter the name of note holder(s), original balance, current balance, and how secured for each note payable as entered in the "Liabilities" column. Do not include loans for your business or mortgages for your properties. For all accounts payable, include type of account, to whom payable, and the amount due.

### **SECTION 5. UNPAID TAXES**

Describe as to the type, to whom payable, when due, amount. Please refer to the unpaid taxes listed in the "Liabilities" column. This section should not include the contingent tax liabilities or anticipated taxes owed for the current year. For any unusually large amounts, you must include documentation, such as tax liens, to support the amounts.

### **SECTION 5. OTHER LIABILITIES**

Describe in detail any other liabilities as referenced by the value listed in the "Liabilities" column. For any unusually large amounts, you must include documentation, such as bills, to support the amounts.

- **NOTE: Please note that all copies of tax returns must be SIGNED and DATED by an authorized individual before submittal.**

## Personal Financial Statement

As of 20 \_\_\_\_\_ (Date)

- Complete this form for each business owner on whom the company relies for its DBE Certification.
- Divide jointly owned property / accounts proportionally to each owner. Complete a new form for other DBE owners.
- This Statement should reflect the current financial situation, and be no older than 90 days.
- Please remember to complete ALL sections. Enter "0" if nothing to report.

Name		Business Phone:
Residence Address		
City, State & Zip		Residence Phone:
DBE Firm's Name		Email:

ASSETS <i>(Omit Cents)</i>		LIABILITIES <i>(Omit Cents)</i>	
Cash on Hand & In Banks	\$	Accounts Payable <b>(Describe in Section 5)</b>	\$
Savings Accounts, Money Markets & CDs	\$	Notes Payable to Banks & Others <b>(Describe in Section 5)</b>	\$
IRA or Other Retirement Account	\$	Installment Accounts (Auto)	\$
Accounts & Notes Receivable	\$	Installment Accounts (Other) <b>Describe in Section 5)</b>	\$
Life Insurance-Cash Surrender Value Only <b>(Complete Section 4)</b>	\$	Loans on Life Insurance	\$
Stocks & Bonds <b>(Describe in Section 2)</b>	\$	Mortgages on Real Estate <b>(Describe in Section 3)</b> <b>Do NOT include your Primary Residence</b>	-
Real Estate <b>(Describe in Section 3)</b> <b>Do NOT include your Primary Residence</b>	\$ -	Unpaid Taxes <b>(Describe in Section 5)</b>	\$
Automobile-Present Value	\$	Other Liabilities <b>(Describe in Section 5)</b>	\$
Other Personal Property <b>(Describe in Section 1, e.g. Jewelry, Paintings, etc.)</b>	\$		
Other Assets & Business Interest <b>(Describe in Section 1)</b>	\$		
<b>TOTAL ASSETS</b>	\$ -	<b>TOTAL LIABILITIES</b>	-
		<b>Net Worth = Total Assets minus Total Liabilities</b>	-
		<b>Total Liabilities plus Net Worth</b>	-

Source of Income		Contingent Liabilities	
Salary/Draw	\$	As Endorser/Co-Maker	\$
Net Investment Income	\$	Legal Claims & Judgments	\$
Real Estate Income	\$	Provision for Federal Income Tax	\$
Other Income (Describe in Section 1)	\$	Other Special Debt	\$

**Section 1-Other Personal Property, Assets, & Sources of Income (Alimony or child support payments need not be disclosed.)**


**Section 2-Stocks & Bonds (Use attachments if necessary) Each statement must be identified as a part of this statement and signed.**

Number of Shares	Description	Maturity Date	Amount

**Section 3-Real Estate (Use attachments if necessary) Each statement must be identified as a part of this statement and signed.**

	Property A	Property B	Property C
Type of Property Do Not Include Primary Residence			
Address			
Date Purchased			
Current Market Value			
Mortgage Balance			
City or County to which property taxes are paid			
Name & Address of Mortgage Holder			
Amt. of Payment per Month/Year			

**Section 4-Life Insurance Held (Give face value & cash surrender value of policies-name insurance company & beneficiaries).**


**Section 5-Other Liabilities, Unpaid Taxes, Notes Payable & Others (Describe in detail with amounts.)**


**Notarized AFFIDAVIT**

This information is provided for specific use by the Virginia Unified Certification Program and is deemed proprietary information and exempt under the State of Virginia and Federal codes governing disclosure and Freedom of Information inquiry. The information is further to be held in strict confidence and shared only with personnel requiring access to the data in the performance of their duties.

**I certify that this information is an accurate reporting of my personal networth and affix my signature subject to the penalties and laws of perjury.**

State of \_\_\_\_\_ City / County of \_\_\_\_\_ | \_\_\_\_\_  
Owner Name (Printed)

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Notary Signature

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Notary Reg. # \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Notary Seal: