

## Instructions for Completing the Personal Financial Statement

1. The value of the primary residence of any person required to complete this financial statement is exempt. Therefore do not include the value of the primary residence either as an asset or a liability. However, equity/debt in any other property—for instance vacation, rental, time-share, commercial, land holdings, etc.—must be declared in the appropriate categories, and it must be documented by the owner's personal federal tax return.
2. Property, money, investments and corresponding liabilities, which are jointly-owned, should be entered into this Statement with only the proportion that belongs to the person completing this Statement. DBE/SWaM companies with more than one DBE/SWaM owner should require EACH disadvantaged owner to complete one of these Personal Financial Statements. Non-Disadvantaged owners are NOT required to complete this Statement.
3. Any equity/debt in the particular business applying for DBE/SWaM Small Business Certification is also exempt from declaration. However, equity/debt held in any other business (including another DBE/SWaM company) by the person required to complete this financial statement must be declared in the appropriate categories, and it must be documented by the owner's personal federal tax return as well as the respective business federal tax return for each business entity declared.
4. The Personal Financial Statement must notarized by someone other than a family member. It should be dated and signed within the previous 90 days before submitting it to the Virginia Department of Transportation.

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

**Please be sure to respond in detail to all items requiring a description.**



## Personal Financial Statement

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

- Complete this form for each business owner on whom the company relies for its DBE/SWaM Certification.
- Divide jointly owned property / accounts proportionally to each owner.
- 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 (Omit Cents)		LIABILITIES (Omit Cents)	
Cash on Hand & In Banks	\$	Accounts Payable (Describe in Section 5)	\$
Savings Accounts, Money Markets & CDs	\$	Notes Payable to Banks & Others (Describe in Section 5)	\$
IRA or Other Retirement Account	\$	Installment Accounts (Auto)	\$
Accounts & Notes Receivable	\$	Installment Accounts (Other) Describe in Section 5	\$
Life Insurance-Cash Surrender Value Only (Complete Section 4)	\$	Loans on Life Insurance	\$
Stocks & Bonds (Describe in Section 2)	\$	Mortgages on Real Estate (Describe in Section 3) Do NOT include your Primary Residence	-
Real Estate (Describe in Section 3) Do NOT include your Primary Residence	\$ -	Unpaid Taxes (Describe in Section 5)	\$
Automobile-Present Value	\$	Other Liabilities (Describe in Section 5)	\$
Other Personal Property (Describe in Section 1, e.g. Jewelry, Paintings, etc.)	\$		
Other Assets & Business Interest (Describe in Section 1)	\$		
<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 Department of Transportation Small Business Enterprise 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 net worth and affix my signature subject to the penalties and laws of perjury.**

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

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

day of \_\_\_\_\_, 20\_\_\_\_ Notary Reg. # \_\_\_\_\_

Sworn before me this \_\_\_\_\_

My Commission expires: \_\_\_\_\_ Notary Seal: \_\_\_\_\_