



### FOR AGENCY USE ONLY

Any entity proposing on or receiving a contract, franchise or concession; receiving a grant; or applying for an economic development agreement, real property transaction or land use action covered by LL 34 is required to submit a complete Doing Business Data Form (DBDF). No proposal or application may be considered and no award may be made unless the DBDF is filled out completely. While all data requested on the Data Form should be provided, the agency must accept a form if it meets the standards below, and may not accept a form if it does not. *If a DBDF is incomplete, return it immediately to the person at the agency who handles follow-up, so that the entity can be notified of the problem and correct it.* If on a critical transaction an entity will not provide required information, contact Doing Business Accountability for assistance.

All Data Forms are to be returned by the agency to the DBA at the Mayor's Office of Contract Services (MOCS). DBDFs contain sensitive personal information and must be treated confidentially and kept secure. Agencies are neither required nor encouraged to keep copies of the DBDFs.

Questions from agency personnel and covered entities should be directed to the DBA Information line at 212-788-8104 or [doingbusiness@mocs.nyc.gov](mailto:doingbusiness@mocs.nyc.gov).

If the Entity Filing Status (shown in the upper half of page one) is "Entity has never completed a Doing Business Data Form," see below. For "Change from previous" and "No Change from previous", see page two of these instructions.

#### **For Entity Filing Status: Entity has never completed a Doing Business Data Form**

- Agency Information: Agency must provide all information requested.
- Entity Information: All fields except E-Mail must be completed
- Individual Information: If the instructions below require an entity to provide information about an Officer, Owner or Senior Manager, the Name, Home Address and DOB fields must be completed.

**Organization Owner Information: Beginning in 2018, DBDFs will require the listing of organizations that own 10% or more of the entity. The name of such organizations is the only information required.**

If the entity is a **Corporation**, the following information must be provided:

- Principal Officers: CEO is required; and either CFO or COO, or marked to indicate that there are none.
- Principal Owners: None are required; a box must be checked to indicate why there are none.
- Senior Managers: At least one Senior Manager is required.

If the entity is a **Joint Venture\***, **LLC** or **Partnership**, the following information must be provided:

- Principal Owners: None are required; a box must be checked to indicate why there are none.
- Principal Owners: None are required; a box must be checked to indicate why there are none.
- Senior Managers: At least one Senior Manager is required.

\*A joint venture that does not yet exist must submit Data Forms for each of its component firms.

*See next page for more form completeness instructions*

*Continued from Previous Page: Completeness Requirements*

If the entity is a **Sole Proprietor**, the following information must be provided:

- Principal Officers: None are required: appropriate boxes must be checked.
- Principal Owners: At least one owner (presumably the sole proprietor).
- Senior Managers: At least one Senior Manager is required.

If the entity is an **Other**, the following information must be provided:

- Entity Information: The type of entity must be written in ("Other" is not specific enough)
- Principal Officers: CEO is required; and either CFO or COO, or marked to indicate that there are none.
- Principal Owners: None is required; a box must be checked indicating why there are none.
- Senior Managers: At least one Senior Manager is required.

If the entity is an Other, and indicates this is an **individual**, the following information must be provided:

- Principal Officers: None is required.
- Principal Owners: None is required; the "entity is an individual" box must be checked.
- Senior Managers: One Senior Manager (the individual) is required.

### **For Entity Filing Status: Change from previous Data Form**

Entities that check the Change from previous Data Form box are instructed to enter only the information that has changed since the last time the entity filed the DBDF. A section may be left blank if there are no changes. The agency only needs to examine those sections that have information. If no new information has been provided, or if the form is filled out incorrectly, return the Data Form to the designated person at the agency who handles follow-up, so the entity can be notified of the problem and correct it.

Agency Information: Agency must provide all information requested. Entity Information: Entity name and EIN are required.

Individual Information: If an entity lists information about a Principal Officer, Owner or Senior Contract Manager, Name, Home Address and DOB must be completed.

Principal Officers: If a new officer is listed, the entity must check the "This person replaced" box and fill in the Name of the former officer and the Date the change became effective.

Certification: The Certification on the last page must be filled out completely and signed.

### **For Entity Filing Status: No Change from previous Data Form**

Entities that check the No Change from previous Data Form box are instructed to fill in the entity's name and EIN/TIN, and skip to the Certification on the last page of the Data Form. Please confirm that the Principal Officer, Owner and Senior Manager sections are blank and that the Certification is filled out completely and signed.

Agency Information: Agency must provide all information requested. Entity Information: Entity name and EIN are required.

Certification: The Certification on the last page must be filled out completely and signed.

If the entity has never completed a Doing Business Data Form, see page 1 of these instructions.