

Vendor Registration: Edit Form



Complete the form below. Fields marked with a red asterisk are required and must be answered to submit this form.

Having trouble with this form? See the [State of Illinois Vendor Registration FAQ's](#).

* required entry

Vendor Registration	
Form Name	C. Small Business Set-Aside Program
Description	Complete the Small Business Set-Aside Program form

C. Small Business Set-Aside Program - Instructions

A "small business" means one that is independently owned and operated, is not dominant in its field of operation, and meets the required size status and sales limitations. A business is considered "not dominant in its field of operation" if it does not exercise a controlling or major influence in a kind of activity in which a number of business concerns are primarily engaged. When computing the size status of a bidder, annual sales and receipts of the bidder and all of its affiliates shall be included.

Limitations: (1) No wholesale business is a small business if its annual sales for its most recently completed fiscal year exceed \$13,000,000; (2) No retail business or business selling services is a small business if its annual sales and receipts exceed \$8,000,000; (3) No construction business is a small business if its annual sales and receipts exceed \$14,000,000; (4) No manufacturing business is small business if it employs more than 250 persons.

Businesses desiring to qualify under any combined categories must also submit a notarized statement detailing the dollar component of each category. For example, if you are both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$21,000,000. The retail component shall not exceed \$8,000,000 and the wholesale component shall not exceed \$13,000,000.

If your business is new and has not filed Federal or State income taxes previously, a notarized statement is required and shall include the following information: name of business, date business was established and/or date of incorporation, confirmation that your company is based in Illinois and total gross sales to date. Even if total gross sales to date are zero, it must be mentioned in the statement. Manufacturers must also include the number of employees in this statement.

C. Small Business Set-Aside Program

1. Would you like to apply for the Small Business Set-Aside Program? *

No
 N/A - My business is already registered in this program.
 Yes

In the text field, identify your business' category by entering one or more of the following: Wholesale, Retail/Service, Construction, or Manufacturing. If multiple categories, separate with a comma between categories.

Upload a copy of the page(s) showing total annual gross sales for the company from your latest Federal income tax return; and the page showing an Illinois address from your most recent Illinois Income Tax Return. In addition, manufacturers are required to submit the latest year's Form IL-941 (Illinois Annual Withholding Income Tax Return) showing the number of Forms W-2, W-2G and 1099-R issued. If you have not filed federal or state income tax returns, upload the notarized statement described in the instructions at the very top of the form. Tax forms are also required for any parent entity(ies) and other affiliated businesses of the parent entity(ies).

Attach	Document	Instructions	Download Form	Status (refresh)
Attach	Required tax documents	Document is REQUIRED when option is selected - Provide pages from Federal and State income tax return showing		Not Attached

		total annual gross sales and an Illinois address. If you have not filed federal or state income tax returns, upload the notarized statement described in the instructions at the top of the form.		
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