

**Instructions for completing the, “Subcontractor Enterprise Minority, Women – Owned, Section 3 Business Status Periodic Estimate Certification”.**

The Primary Contractor will complete this form for each Periodic Estimate submitted for payment. The Contractor will contact their subcontractor(s) and request the subcontractor declare the company’s ethnicity, racial status and Section 3 status. Most categories are self-explanatory. Section 3 Business Concerns are defined in the contract specification section titled, “Introduction to Section 3”. This information will be used for reporting purposes only and will not affect any payment amount.

**Subcontractor Enterprise Minority, Women-Owned, Section 3 Business Status Periodic Estimate Certification**

Certification:

I certify that the Subcontractor Business Enterprise MBE/WBE and Section 3 status to which payment for services or products was made during this period is indicated below as represented to me by that business enterprise.

Subcontractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Period Estimate No: \_\_\_\_\_

Business Enterprise MBE/MBE/Section 3 Status. Check all that apply:

- Women Owned Business Enterprise
- White American
- Black American
- Hispanic American
- Asian/Pacific American
- Native American
- Section 3 Business Concern

\_\_\_\_\_  
Company Officer Signature and Date

\_\_\_\_\_  
Printed Name