



General Instructions for Completing the Personal Net Worth (PNW) Statement for MBE/WBE Program Eligibility

A Personal Net Worth (PNW) statement is used to determine whether you meet the economic disadvantage criteria set forth by Austin City Code § 2-9A-4 (21). If there are any discrepancies or questions regarding your form, it may be returned to you to correct and complete again.

An individual's personal net worth includes only his or her share of assets held separately, jointly, or as community property with the individual's spouse 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.

Indicate on the form, if any items are jointly owned.

Personal Net Worth for the Austin Metro Area for 2014 may not exceed \$1,434,000.00 to qualify for the City of Austin's Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program. If the personal net worth of the majority owner(s) of the firm exceeds \$1.434 Million cap at any time your firm is certified, the firm is no longer eligible for certification. Should that occur, it is your responsibility to contact the City of Austin's Small and Minority Business Resources Department in writing to advise that your firm no longer qualifies as a MBE or WBE. You must fill out all line items on the PNW Statement.

If necessary, use additional sheets of paper to report all information and details. If you have any questions about completing this form, please contact the Certification Division at (512) 974-7645.

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 should be included.

Cash on Hand or in Banks: On page 3, enter the current balance of all personal bank accounts (both foreign and domestic) owned or co-owned by you and/or spouse.

Savings Accounts: On page 3, enter the current balance of all personal savings accounts (both foreign and domestic) owned or co-owned by you and/or spouse.

IRA or Other Retirement Accounts: On page 3, enter the full value minus tax and interest penalties that would apply if assets were distributed as of the date of the form. This amount applies to IRAs, 401Ks, 403Bs, and Pensions.

Accounts and Notes Receivable: On page 3, enter the total amounts owed to you and/or spouse. This is typically documented by a promissory note issued by you to the borrower (person(s) or firm). If this is a loan to a firm, it is sometimes referred to as a "shareholder loan".

Life Insurance-Cash Surrender Value Only: On page 3, enter the cash surrender value of all life insurance policies held by you and/or spouse. On page 4, Section 7, enter the name of the insurance company, the cash surrender value of policies, and beneficiary names. The cash value is the sum of money an insurance company will pay to a policy holder or annuity holder in the event the policy is voluntarily terminated prior to maturity date.

Stocks and Bonds: Report the total value on page 3. On page 4, Section 2, enter the number of shares, name of the security, cost, market value quotation or exchange, date of quotation or exchange, and total value.

Other Real Estate: On page 3, enter the total value of real estate excluding the primary residence. On page 4, Section 3, beginning with Property A, list the type of property (rental, vacation, etc.), physical address, date purchased or acquired, original cost, present fair market value (provide the source of market valuation. e.g., zillow.com, realtor.com, etc.), name of mortgage holder, mortgage account number and balance, amount of payment per month or year, and status of mortgage. List this information for all real estate held. Please ensure that this section contains all real estate owned or co-owned by you and/or spouse, including commercial, personal property leased or rented for business purposes, farm, and any other income producing properties. Attach additional sheets if needed.

Automobiles: On page 3, enter the current market value of all automobiles owned or co-owned by you and/or spouse. Include personally owned vehicles that are leased or rented to businesses or other individuals.

Other Personal Property: On page 3, enter the total value of all personal property and assets owned or co-owned by you and/or spouse. On page 4, Section 4, describe the personal property. Personal property includes motor vehicles, boats, trailers and the contents of your primary residence such as jewelry, furniture, household goods, collectibles, clothing, etc. Please include the value of other personal property including commercial, personal property leased or rented for business purposes, farm equipment and animals, and any other income producing properties. For example, the building used by the applicant firm, held in the owner's name, is considered personal or investment property. Although typically leased to the applicant firm, you would include the current market value of the building and associated mortgage balance. Attach additional sheets if needed.

Other Business Assets: On page 3, enter the total value of your and/or spouse's other business investments (excluding the applicant firm). On page 4, Section 4, enter information concerning the businesses you hold and ownership interest in, such as sole proprietorships, partnerships, joint ventures, corporations, or limited liability corporations. Do not reduce the value of these entries by any loans from the outside firm to the MBE/WBE applicant business.

Liabilities

Accounts Payable: On page 3, enter all amounts owed to others. This is typically documented by a promissory note, issued by the lender to you and/or spouse, the borrower. If it's a loan to a firm, it is sometimes referred to as a shareholder loan.

Notes Payable to Banks and Others: On page 3, enter current balances, payments, etc. of all personal credit cards accounts (both foreign and domestic) owned or co-owned by you and/or spouse. On page 4, Section 1, provide the name and address of the note holder, original balance, current balance, payment amount and per month or year, and indicate how the note is secured or endorsed. Attach additional sheets if needed.

Installment Accounts (Auto): On page 3, enter the current balance of all personal automobile loans owned by you and/or spouse. Include personally owned vehicles that are leased or rented to businesses or other individuals.

Installment Accounts (Other): On page 3, enter the current balance of all other liabilities not listed on previous entries. Do not include contingent liabilities in this area. Contingent liabilities are liabilities that belong only to you only if an event(s) should occur. For example, if you have co-signed 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.

Loans on Life Insurance: Provide amounts on all loans issued to you by all life insurance companies. Sometimes referred to as "life insurance policy", this is a loan made to you by using the cash value of your life insurance policy as collateral.

Mortgages on Real Estate: Provide the current mortgage balance on any real estate owned or co-owned by you and/or spouse.

Unpaid Taxes and Tax Liens: Provide the total amount on personal taxes that are currently due, but are unpaid by you and/or spouse. Contingent tax liabilities or anticipated taxes for current year should not be included.

Other

Other Sources of Income: Provide a summation of other sources of income (e.g., child support, outside employment).

Salary/Commissions: List current salaries and/or annual withdrawal amounts and commissions.

Net Investment Income: Provide a summation of investment interest earned by securities, investment properties and/or other sources.

Other Contingent Liabilities: On page 3, enter a total balance of all contingent liabilities. Contingent liabilities are liabilities that belong only to you only if an event(s) should occur. For example, if you have co-signed on a relative's loan, but you are not responsible for the debt until your relative defaults, that is a contingent liability.

As Endorser or Co-Endorser: Enter the total amount of potential liabilities due as a result of being a co-signer for a loan or other commitments.

Legal Claims and/or Judgments: Enter the total potential liabilities due as a result of legal claims from judgments, lawsuits, etc.

Transfer of Assets

Transfer of Assets: If you checked the box indicating yes on page 5 in this category, provide details on all asset transfers (within 2 years of the date of this personal net worth statement) to a spouse, domestic partner, relative, or entity in which you have an ownership or beneficial interest including a trust. Include a description of the asset; names of the individuals on the deed, title, note or other instrument indicating ownership rights; the names of the individuals receiving the assets and their relation to the transferor; the date of the transfer; and the value of consideration received. Submit documentation requested on the form related to the transfer.

Affidavit

Be sure to sign and date the statement. The Personal Net Worth (PNW) Statement must be notarized.



City of Austin

Founded by Congress, Republic of Texas, 1839

Small & Minority Business Resources Department- Certification Office, 4201 Ed Bluestein Boulevard, Austin, TX 78721

Mailing Address: PO Box 1088, Austin, Texas 78767, Telephone (512) 974-7645 Fax (512) 974-7609

PERSONAL NET WORTH (PNW) STATEMENT as of / / (Date)

Complete a PNW form for: (1) Each socially disadvantaged proprietor, or (2) Each socially disadvantaged limited and general partner whose combined interest totals 51% or more, or (3) Each socially disadvantaged stockholder owning 51% or more of voting stock. An individual's personal net worth includes only his or her share of assets held jointly or as community property with the individual's spouse. Personal Net Worth for the Austin Metro Area for 2014 may not exceed \$1,434,000.00 to qualify for the City of Austin's Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program.

If an item doesn't apply mark it with a "N/A". If it applies but there is no value, mark it with a "0". Round all numbers to the nearest dollar. You may be requested to provide additional documentation to support claims on the PNW.

Name:	Business Phone:	Residence Phone:
Residence Address:		
City, State & Zip Code:		
Business Name:		
Spouse's Full Name:	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Union	

ASSETS (If married, list only 1/2 of all marital assets)

LIABILITIES (If married, list only 1/2 of all marital liabilities)

Cash on Hand or in Banks	\$	Accounts Payable	\$
Savings Accounts	\$	Notes Payable to Banks and Others (Describe in Section 1)	\$
IRAs or Other Retirement Accounts	\$	Installment Accounts (Auto)	\$
Accounts and Notes Receivable	\$	Installment Accounts (Other)	\$
Life Insurance – Cash Surrender Value Only (Complete Section 7)	\$	Loans on Life Insurance	\$
Stocks and Bonds (Describe in Section 2)	\$	Mortgages on Real Estate (Exclude Primary Personal Residence) (Describe in Section 3)	\$
Other Real Estate (Exclude Primary Personal Residence) (Describe in Section 3)	\$	Unpaid Taxes (Describe in Section 5)	\$
Automobile(s) – Present Value	\$	Other Liabilities (Describe in Section 6)	\$
Other Personal Property (Describe in Section 4)	\$		
Other Business Assets (Exclude Applicant Firm Assets) (Describe in Section 4)	\$		
Total Assets (sum of this column)	\$	Total Liabilities (sum of this column)	\$
		NET WORTH (Total Assets minus Total Liabilities):	\$

Other Sources of Income	\$	Other Contingent Liabilities	\$
Salary/Commissions	\$	As Endorser or Co-Endorser	\$
Net Investment Income	\$	Legal Claims and/or Judgments	\$

Section 1. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)



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Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured Or Endorsed; Type of Collateral

Section 2. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.) NOTE: Quote must be within five (5) business days of this statement date.

Number of Shares	Name of Securities	Cost	Market Value Quotation or Exchange	Date of Quotation Or Exchange	Total Value

Section 3. Real Estate Owned. (Do not include the personal residence. List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name and Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 4. Other Personal Property, Assets and Businesses. (Describe, and if any asset is pledged as security, state the name and address of the lien holder, amount of the lien, terms of payment, and if delinquent, describe delinquency.)

Section 5. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien is attached.)



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Section 6. Other Liabilities. (Describe in detail.)

Section 7. Life Insurance Held. (Give face value and cash surrender value of policies, name of insurance company and beneficiaries.)

Section 8. Transfer of Assets.

Have you, the individual claiming disadvantaged status, transferred assets within two (2) years, in full or in part, to a spouse or any other person or entity, including a trust? YES NO

If yes, provide the following information as an attachment: the date of the transfer, to whom the assets were transferred, amount paid for the assets, and market value of the assets at the time of the transfer.

NOTE: Individuals may exclude assets transferred to an immediate family member that are consistent with the customary recognition of special occasions and may also exclude any transfers to an immediate family member for educational, medical or essential support purposes.

I certify as evidence of my signature below, I have read and understand all statements contained here within and that all information I have provided is true and correct.

Applicant Signature

Date

Notary Certificate

State of Texas

County of _____

Sworn to and subscribed before me on the ____ day of _____, year _____.

Notary Public/ Seal