



Instructions for Completing the Personal Net Worth (PNW) Worksheet

An individual's personal net worth includes only his or her share of assets owned separately and/or jointly, and excludes the following:

- Individual's ownership interest in the applicant firm;
- Tax returns from all owners
- 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.
- Detailed information about trust accounts and ownership

Indicate on the form, if any items are separately and/or jointly owned by indicating with a checkmark. (S) or (J)

Include all foreign and domestic assets and liabilities.

Personal Net Worth may not exceed \$2,218,894.00 to qualify . If the **personal net worth of the majority owner(s) of the firm exceeds \$2.218 million cap at any time your firm is certified, the firm is no longer eligible for certification.** You must fill out all line items on the PNW Statement, do not leave any blanks.

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 Manager

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: Enter the qualifying applicant's current balance of all separately owned and value owned in co-owned/joint checking accounts and any cash on hand. **Please include a copy of the corresponding PERSONAL bank statements for these accounts.**

Savings Accounts: Enter the qualifying applicant's current balance of all separately owned and value owned in co-owned/joint savings accounts, CDs, or other liquid account(s). **Please include a copy of the corresponding PERSONAL bank statement for these accounts**

Automobiles: On page 3, enter the current market value of all automobiles titles or your percent of co-titled. Include personally owned vehicles that are leased or rented to businesses or other individuals. Do not include automobiles that are *titled* to the applicant firm. If the qualifying applicant is leasing a vehicle, you do not include the value of that vehicle. Indicate if leased and the primary operator of the vehicle

Other Personal Property: On page 3, enter the total value of all personal property and assets owned or co-owned. Personal property includes motor vehicles, boats, trailers, planes 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.

Loans, Accounts and Notes Receivable: Enter the total amounts owed to you and/or co-recipient. 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: Complete Section 1 and enter the total amount on page 3. Enter the total cash surrender value of all life insurance policies held by you. In Section 1, 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. No term life.

IRA and Other Retirement Accounts: Complete Section 2 and enter the total amount 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.

Stocks and Bonds: Complete Section 3. Report the total value on page 3. In Section 3, enter the number of shares, name of the security, cost, market value quotation or exchange, date of quotation or exchange, and total value. Do not include stocks related to the applicant firm.

Other Business Assets: Complete Section 4. On page 3, enter the total value of your /or your spouse's other business investments (excluding the applicant firm). In 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.



Other Real Estate: Complete Section 5. On page 3, enter the total value of real estate excluding the primary residence. In, Section 5, 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.

Liabilities

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

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

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: From Section 5, Provide the current mortgage balance on any real estate owned solely or co-owned.

Unpaid Personal Taxes and Tax Liens: Complete Section 6. On page 3, provide the total amount of personal taxes that are currently due, as of the date you are filling out this form, but are unpaid by you and/or spouse. **Contingent tax liabilities or anticipated taxes should not be included.**

Notes Payable to Banks and Other Installment Accounts: Complete Section 7. Enter current balances, payments, etc. of all personal credit cards accounts and other installment accounts owed (both foreign and domestic) owned or co-owned. 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, and if the item is held in a foreign or domestic location. Attach additional sheets if needed. On page 3, provide the total amount.

Other Liabilities: On page 3, enter the current balance of any 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.

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 6, 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 cosigned 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 6 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 Personal Net Worth (PNW) Statement.