

DO NOT IGNORE!

NOTICE TO PRIME APPLICANTS

This 2009 license renewal year, the board will accept reviewed, audited or compiled financial statements **ONLY** on the **NEW & REVISED** State Licensing Board for General Contractors Confidential Financial Statement Equipment Questionnaire Experience Statement Booklet located on our website www.genconbd.alabama.gov

DO NOT REMOVE ANY PAGES FROM THE QUESTIONNAIRE

DO NOT SUBSTITUTE YOUR OWN FORM

NO OTHER STATEMENT WILL BE ACCEPTED

EXCEPT

THE ALABAMA DEPARTMENT OF TRANSPORTATION

PLEASE DISPOSE OF ALL VERSIONS
OF THE PREVIOUS
CONFIDENTIAL FINANCIAL STATEMENT

If you do not have access to a computer, please contact your license specialist to receive a booklet by mail.



ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS
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PH (334) 272-5030 FAX (334) 395-5336 WEB: WWW.GENCONBD.ALABAMA.GOV
JOSEPH C. ROGERS, JR., EXECUTIVE SECRETARY

CHECKLIST TO RENEW CONTRACTORS LICENSE

Please complete the renewal package as instructed per this check list during your designated processing month.

This notice is to advise you of the procedure to renew your contractor's license for **2009**. The **renewal is due** and should be received at the Board's office (*not postmarked*) no later than **March 31st** or your license will **expire!!**

During your company's "designated" license renewal month (**March**), this agency requires that you submit the following information (*in one package*) in order to complete your license renewal.

SUBMIT RENEWAL PACKAGE ONCE THE '09 CHECKLIST IS COMPLETED

- Renewal Form** – mailed from this office approximately one month prior to your expiration date
- (A) **Company name** as it appears on the Proof of Existence
- (B) **Supplemental Questions** – If you answer 'yes' to any one of these questions, an explanation **must** be included in your package.

IF IT IS AN ENTITY CHANGE, **STOP AND CONTACT** YOUR LICENSE SPECIALIST BEFORE SUBMITTING

- (C) **Financial Information Required** – insert appropriate figures (**Total Net Worth & Working Capital**) in the spaces provided from page 3 of your financial statement. (**Do not insert Total Liabilities and Net Worth**)

COMPLETE SECTION 'C' ONLY WHEN SUBMITTING YOUR FINANCIAL STATEMENT

NOTE: If you are requesting an extension, section 'C' will not be completed until you submit your financials.

VERIFY YOUR FINANCIALS BY CHECKLIST BEFORE SUBMITTING

- The Appropriate Financial Statement is the **NEW & REVISED** STATE LICENSING BOARD FOR GENERAL CONTRACTORS CONFIDENTIAL FINANCIAL STATEMENTS EQUIPMENT QUESTIONNAIRE EXPERIENCE STATEMENT located www.genconbd.alabama.gov
- An Appropriate Financial Statement **must be less than 1 year old from your renewal month.**
- Total Net Worth and Working Capital must **both** be positive numbers of \$10, 000 or more.
- Line of Credit will be used for your Bid Limit if enclosed. Place an 'X' in the blank provided.
- Personal Statement will be used for your Bid Limit (**prepared by a CPA**). Place an 'X' in the blank provided.
- Guarantee Agreement must be included if attaching a Personal Statement.
- CPA's Opinion letter must be included if attaching a Personal Statement.

ALL FINANCIAL STATEMENTS MUST BE COMPLETED BY AN INDEPENDENT CPA

- (D) Place an "X" in the blank provided for the Education Program you wish to support. (**no additional fees required**)
- (F) **Print Name, Check Company Status and Sign**
- (F) **Social Security Number. Your social security number is required on the renewal form as a result of the following**

Attorney General's opinion: "Attorney General's Opinion 98-00066 dated January 5, 1998 to the executive director of the Home Builders Licensure Board states that federal law requires that states implement procedures requiring that the social security number of any applicant for a professional license, driver's license, occupational license, recreational license, or marriage license be recorded on the application. (42 U.S.C.A. Section 666(a)(13)(A)(West Supp. 1997) The opinion further states that Alabama has implemented these procedures by enactment of the Alabama Child Support Act of 1997, which states that, "Any agency charged with the administration of any law concerning the issuance or renewal of a license, certificate, permit, or other authorization to engage in a profession, occupation, or commercial activity shall require all applicants for issuance or renewal of license, certificate, permit, or other authorization to provide the applicant's social security number to the agency, which agency shall record the social security number on the application and related records maintained by the agency." Code of Alabama 1975, Section 30-3-194 The opinion further interprets the law and states that (1) Only the person applying for the license must furnish a social security number, even though the application is for a corporation, partnership, etc. license. (2) **If the applicant does not furnish a social security number, all statutory requirements have not been met, and the agency must deny either a new or renewal license.**"

- Renewal Fee - \$200 non-refundable money order, certified or cashier's check only**
made payable to the Alabama Licensing Board for General Contractors
**RENEWAL INFORMATION SUBMITTED NINETY DAYS AFTER YOUR EXPIRATION MONTH
WILL BE ASSESSED A \$50 LATE PENALTY.**

- PLEASE STAPLE YOUR CHECK OR MONEY ORDER TO THE RENEWAL FORM***
PERSONAL/COMPANY CHECKS ARE NOT ACCEPTED AND WILL BE RETURNED

- Proof of Existence - for corporations, LL and LP entities only (not applicable to individuals)**
From the **ALABAMA Secretary of State** (*a print screen from the Secretary of State Webpage is acceptable*)
www.sos.alabama.gov

- Submit a current copy of your Alabama certification card(s) from the appropriate Board that applies to your license: **i.e. E: Electrical – an electrical card; M: Mechanical – must have a plumbers/gasfitters and heating and air card.** Renewal of your contractors license does not exempt you or your company from the other laws, Boards, or Commissions.
- Department of Labor
 - Department of Agriculture
 - Alabama Department of Environmental Management
 - Alabama Electrical Contractor's Board
 - Heating and Air Conditioning Board
 - Plumbers/Gasfitters Board

General Information

1. A subsidiary is a separate legal entity from its parent company and cannot use the consolidated financial statement of the parent company.
2. The subsidiary must reach the minimum \$10,000 requirement for net worth **and** working capital on its own financial statement.
3. A consolidated financial statement will be accepted **only** when the renewal is for the parent company.
4. The board will grant an extension if unable to provide current financials (**a written request on your company's letterhead**).
5. In order to receive an extension you **must** submit the request, renewal form together with the payment of the renewal fee and it **must be received prior to the expiration of the license (3/31/2009)**.
6. If you do not receive **written** confirmation of your extension, you must contact the board's office.
7. The financial statement received after the extension cannot be based on information accumulated **more than one year prior to the submission date**.
8. The financial statement received after the extension period will be assessed a \$50 late penalty.

EXTENSIONS WILL NOT BE GRANTED WITHOUT THE FORM AND FEE

- REVIEW CHECKLIST AND RETURN THE RENEWAL PACKAGE PRIOR TO THE EXPIRATION OF YOUR LICENSE (3/31/2009).

SUGGESTION: FOR IMMEDIATE CONFIRMATION IT WILL BE BENEFICIAL TO SEND ALL FORMS "OVERNITE" MAIL.