

LINCOLN MILITARY HOUSING

Follow these simple instructions to determine the North America Industry Classification Systems (NAICS) code, as it would relate to your particular business. To obtain the NAICS code, internet access is required. If you have access to the internet, help can be found at <http://vendor.lppv.com/>.

Step 1

Browse to '<http://vendor.lppv.com/>' and enter the website. Select New Vendor Form to enter the Lincoln Small Business Classification website. Select the NAICS link in the navigation bar toward the top of the page. This database is large and, depending on your internet speed, it may take a moment to load. When the NAICS page opens, simply select a category in the pink highlighted area that best fits your industry. Find the six-digit number that best fits your business and write that number on the appropriate line below.

Step 2

To verify that your company qualifies as a small business, return to the vendor.lppv.com website and select New Vendor Form. Select the SBA link in the navigation bar toward the top of the page. This database is large and may take a moment to load. When the SBA page opens, note the column on the left is NAICS Codes and the columns on the right are Dollar Income and Employee Count. Scroll down until you find the NAICS number that matches the one you found in **Step 1**. If your business does not exceed the maximum numbers indicated in both the Dollar Income and Employee Count columns for your NAICS number, you are qualified to be a Small Business. If your business exceeds the maximum numbers indicated in either of the last two columns, you are not qualified to be a Small Business. Please check the appropriate box below that declares whether or not you are qualified to be a Small Business.

Company Name

Address

City, State, Zip

Phone

E-Mail

Enter your NAICS Code Number Above

Please Check One → *Qualified to be a Small Business*

Not Qualified to be a Small Business

Please Check One → *Works on-site at Lincoln Military Housing properties*

Does not work on-site at Lincoln Military Housing properties

Signature of Vendor Representative

Print Name Here

Date

My Signature Certifies this Statement to be Correct

Please complete this form fully and fax to:

San Diego (858) 874-8137 Camp Pendleton 760-400-8195 Virginia 757-226-7829 Quantico 703-630-2224