

INSTRUCTIONS

AFFIDAVIT FORM 1: To be submitted to a state agency or political subdivision for contracts in excess of \$5,000, between a business entity and the public entity, if such public entity fails to provide an affidavit form with contract documents certifying compliance with section 285.530.2 RSMo.

If your business is a corporation or LLC or similar business entity, you should use this form to certify compliance with 285.530.2 RSMo **if your company is entering into a contract in excess of \$5,000 with a state agency, political subdivision or other public entity and the and the contracting entity fails to provide an affidavit form for purposes of meeting this requirement. If the public entity provides an affidavit, even though different in exact content from this form, sign the affidavit as provided by the state agency, city, county or other political subdivision or public entity. Section 285.530.2 RSMo requires an affidavit that your company is enrolled in “E-Verify” and does not knowingly employ “unauthorized aliens.”**

The blanks in paragraphs 2-4 are for the name of the business entity. Use the same name in each such blank.

A business entity can make an affidavit only by act of an appropriate corporate officer or agent. Best practice dictates that an appropriate resolution or other document memorializes the designation of one or more corporate officers and/or agents to sign affidavits. A sample resolution is attached. **(See Resolution Form 1)** One or more person(s) may be authorized. The person making the affidavit should do so by personal knowledge or such knowledge as is available by reviewing corporate documents. **The Resolution should be maintained in the corporation’s records. It is not required to be submitted with the Affidavit, unless requested by the public entity.**

Any such affidavit must be notarized. If the company does not employ a Notary, one can usually be found during business hours at most full service banks and attorneys offices.

AFFIDAVIT FORM 1:

To be submitted to a state agency or political subdivision (i.e., the public entity) for contracts in excess of \$5,000 between a business entity and the public entity, if such public entity fails to provide an affidavit form with contract documents certifying compliance with section 285.530.2 RSMo. (REMOVE THIS EXPLANATION PRIOR TO USE.)

State of Missouri)
)
) ss
County of _____)
)

Now this ____ day of _____, 20____, the undersigned, being first duly sworn, deposes and says:

1. I am more than 18 years of age.
2. I make this affidavit from my personal knowledge or upon information available to me as a duly authorized officer/agent of _____.
(name of Corporation, LLC or other "business entity")
3. I am authorized to make this affidavit on behalf of _____.
(name of business entity, same as above)
4. I state that _____ is enrolled and does
(name of business entity, same as above)
participate in a federal work authorization program with respect to the employees working in connection with any contracts or grants with the State of Missouri or any political subdivisions thereof in excess of \$5,000 (five thousand dollars).
5. Further, _____ does not knowingly employ
(name of business entity, same as above)
any person who is an unauthorized alien in connection with any such contract or services.

I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief.

FURTHER THE AFFIANT SAYETH NOT

(Signature)

On this ___ day of _____ in the year 20____, before me, _____,
a Notary Public in and for said State, personally appeared _____, known to me
to be the person who executed the within affidavit, and acknowledged to me that he/she executed
the same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the
county and State aforesaid, the day and year first above written.

Notary Public

My Commission Expires: