

Personal Net Worth Statement

Instructions

The Department of Administrative Services, Equal Opportunity Division (EOD) will use the information provided on the completed Personal Net Worth (PNW) Statement to determine whether the economic disadvantage requirements of Ohio Revised Code 123.152 are met. If there are discrepancies or questions regarding your form, it may be returned to you to correct and complete again.

If necessary, use additional sheets of paper to report all information and details. If you have any questions about completing this form, please contact EOD at 614-466-8380.

General Information

Please complete all Biographical Data: All fields MUST be completed.

All assets must be reported at their current fair market values at the date of your statement. **Assessor's assessed value for real estate, for example, is not acceptable.**

Cash and Cash Equivalents: Enter the total amount of cash or cash equivalents on bank accounts, including checking, savings, money market, certificates of deposit held domestic or foreign.

Brokerage and Custodial Account, Stock Bonds, Retirement Accounts: Report total value in **Section 3**, enter the name of the security, brokerage account, retirement account, etc.; the cost; market value; the date of quotation; and total value as of the date of the PNW statement.

Assets Held in Trust: Enter the total value of the assets held in trust, and provide the names of beneficiaries and trustees, and other information in **Section 6**.

Loans to Shareholders and Other Receivables not listed: Enter amounts loaned to you from your firm, from any other business entity in which you hold an ownership interest, and other receivables not listed above. Complete **Section 6**.

Real Estate: The total value of real estate **excluding your primary residence**. In **Section 4**, please list your primary residence in Column 1, including the address, method of acquisition, date of acquired, names of deed, purchase price, present market value, source of market valuation, names of all mortgage holders, mortgage account number and balance, equity line of credit balance, and amount of payment. List this information for all real estate held. Please ensure that this section contains all real estate owned, including rental properties, commercial properties, personal property leased or rented for business purposes, farm properties, and any other income producing properties, etc. Attach additional sheets if needed.

Life Insurance Enter the cash surrender value of this asset. In **Section 5**, enter the name of the insurance company, the face value of the policy, cash surrender value, beneficiary names, and loans on the policy.

Other Personal Property and Assets: Enter the total value of personal property and assets. Personal property includes motor vehicles, boats, trailers, jewelry, furniture, household goods, collectibles, clothing, and personally owned vehicles that are leased or rented businesses or other individuals. In **Section 6**, list these assets and enter the present value, the balance of any liabilities, whether the asset is insured, and lien or note information and terms of payments. For accounts and notes receivable, enter the total value of all monies owed to you personally, if any. This should include shareholder loans to the applicant firm, if those exist. If the asset is insured, you may be asked to provide a copy of the policy. You may also be asked to provide a copy of any liens or notes on the property.

Other Business Interests Other than Applicant Firm: Enter the total value of your other business investments (excluding the applicant firm). In **Section 7**, enter information concerning the businesses you hold an ownership interest in, such as sole proprietorships, partnerships, joint ventures, corporations or limited liability corporations (other than the applicant firm).

Liabilities

Mortgages on Real Estate: Enter the total balance on all mortgages payable on real estate.

Loans on Life Insurance: Enter the total value of all loans due on life insurance policies, complete **Section 5**.

Personal Notes & Accounts Payable to Bank and Others: **Section 2**, enter details concerning any liability, including name of note holders, original and current balances, payment terms, and security/collateral information. The entries should include automobile installment accounts. This should not, however, include any mortgage balances as this information is captured in **Section 4**. Do not include loans for your business or mortgages for your properties in this section. You may be asked to submit a copy of note/security agreement, and the most recent account statement.

Other Liabilities: Enter the total value due on all other liabilities not listed in the previous entries. In **Section 8**, report the name of the individual obligated, names of co-signers, description of the liability, the name of the entity owed, the date of the obligation, payment amounts and terms. Note: Do not include contingent liabilities in this section. Contingent liabilities are liabilities that belong 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.

Unpaid Taxes: Enter the total amount of all taxes that are currently due but are unpaid and complete **Section 8**. Contingent tax liabilities or anticipated taxes for current should not be included. Describe in detail the name of the individual obligated, names of cosigners, the type of unpaid tax, to whom the tax is payable, due date, amount, and to what property, if any, the tax lien attaches. *If none, state "NONE". You must include documentation, such as tax liens, to support the amount.*

Transfer of Assets

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

Signature Page

Check the Box stating “I certify under penalty of criminal prosecution that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge.”

Print your name in the business owner’s name box.

Email the form to the email address indicated at the bottom of the PNW statement.