Completing the Annual No Changes Declaration

Ohio Unified Certification Program
Step 1

Go to www.ohioucp.org
Step 2

Scroll down to the Forms for Certified DBE/ACDBE Firms section and click Submit Annual No Changes Declaration.
Step 3

An authorized representative enters their first name, last name, and email address and then clicks the Submit button.

The person who enters their name and email address here MUST BE the person that completes the form and signs the form.
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An authorized representative enters their first name, last name, and email address and then clicks the Submit button.

A message appears asking the authorized representative to check their email.
Step 4

Receive the email and click Go To Documents

Hi,

dot sdbe has added you as a Signer to the package "No Changes Declaration".

Go to Documents

This form must be submitted annually by all DBE/ACDBE-certified firms in Ohio.

If you have any questions, please do not hesitate to contact the package owner directly.

Thank You!

The Ohio Department of Transportation, 1980 West Broad Street, Columbus Ohio 43223.
Step 5

Review the disclosures...

ESIGN DISCLOSURES AND CONSENT

It is required by law to provide you with certain disclosures and information about the products, services or accounts you may receive or access in connection with your relationship with us ("Required Information"). With your consent, we can deliver Required Information to you by a) displaying or delivering the Required Information electronically; and b) requesting that you print or download the Required Information and retain it for your records.

This notice contains important information that you are entitled to receive before you consent to electronic delivery of Required Information. Your consent also permits the general use of electronic records and electronic signatures in connection with the Required Information.

After you have read this information, if you agree to receive Required Information from us electronically, and if you agree to the general use of electronic records and electronic signatures in connection with our relationship, please click the "ACCEPT" button below.

Statement of electronic disclosures:

You may request to receive Required Information on paper, but if you do not consent to electronic delivery of Required Information, we cannot proceed with the acceptance and processing to create a relationship with you in connection to the products, services or account.
Step 5

Review the disclosures...

scroll all the way down and click the Accept button
Step 6
Read the Important Instructions page.
Initial to say that you understand what you need to do.
After initialing, click CONFIRM.
Step 7
Fill in the form fields...

Ohio Unified Certification Program
No Changes Declaration

Do You Have to Submit This Form?
If your firm is a DBE and/or ACDBE in Ohio, use this form to submit your annual No Changes Declaration and required documents.

Instructions
Enter the requested information in the spaces provided.

- **Legal name of firm:**
  - Enter Text

- **Email address of firm:** If no general email address of firm, leave blank.
  - Enter Text

- **Other names used by firm:**
  - Enter Text

- **Employer Identification Number (Federal Tax ID Number):**
  - Enter Text

- **Telephone number:**
  - Enter Text

- **Mobile telephone number:**
  - Enter Text

- **Physical address of firm headquarters (do not enter a P.O. box):**
  - Enter Text

- **Mailing address (if different):**
  - Enter Text

- **Website:**
  - Enter Text

- **County (if firm’s headquarters is in Ohio):**
  - Enter Text

This declaration is executed under penalty of perjury of the laws of the United States.
Step 7
Fill in the form fields...

Ohio Unified Certification Program
No Changes Declaration

Do You Have to Submit This Form?
If your firm is a DBE and/or ACDBE in Ohio, use this form to submit your annual No Changes Declaration and required documents.

Instructions
Enter the requested information in the spaces provided.

A. Legal name of firm.
B. Email address of firm. If no general email address of firm, leave blank.
C. Other names used by firm.
D. Employer Identification Number (Federal Tax ID Number).

This declaration is executed under penalty of perjury of the laws of the United States.
Step 7

Fill in the form fields...

and make sure your company still meets the DBE/ACDBE certification requirements.
Step 8
If applicable, enter employee counts

Employee Counts. Select one of the following options:

A. My firm is not certified as a DBE in one of the NAICS codes listed below and is not certified as an ACDBE pay telephone or automobile dealer firm.

B. My firm is certified as a DBE in one of the following NAICS codes (or a NAICS code that falls within one of the NAICS code ranges shown) or is an ACDBE pay telephone or automobile dealer firm:

- 113310
- 200000 – 213311
- 220000 – 221210
- 300000 – 441110
- 454310
- 480000 – 481212
- 482000 – 482212

113310 482110 512220 517311
200000 – 213311 492110 512230 517311
220000 – 221210 500000 – 511139 512240 541700 – 541715
300000 – 441110 513110
454310
480000 – 481212
482000 – 482212

If you selected option B above, complete the following table of average employee counts. Base the average number of employees upon the number of employees for each of the pay periods for the preceding completed 12 calendar months. If your firm has more than six affiliates, you will need to attach employee counts for these affiliates.
Step 9
Click the Uploads icon.
Step 10

Gather your required documents (as applicable):

- Most recently filed Federal tax return(s) for the certified firm and its affiliates (if any)
- Extensions of Time to File (if the certified firm or any of its affiliates are under filing extensions for the current year)
- Most recently filed Personal Federal tax return(s) (if, for the firm or any of its affiliates, profit or loss is reported to the IRS on Schedule C of Form 1040)
- If the certified firm has more than six affiliates, employee counts for these affiliates
Step 11

Click Required Attachments, then browse for or drag-and-drop a document into the upload area.

The maximum file size for each document is 16mb.

Repeat for each required attachment.

If you upload the wrong document, you can delete it and try again.

Once you’ve finished uploading your attachments, click the Documents icon.
Step 12
Click the Annual *No Changes* Declaration box.
Step 13

Scroll down to the bottom of the document, reviewing the information you already entered for accuracy as you go.

If the person completing this form is not an officer of the firm, identify the officer who granted the authorized representative’s signature authority

Enter the authorized representative’s title and email address, then click Sign.

Sign with your mouse.
Step 14

Click CONFIRM
Finished!

Please download your complete, signed documents and save them in your files.