

ARRA FORM 333

April 2018

CERTIFICATION OF SMALL ENTITY STATUS FOR THE PURPOSES OF ANNUAL FEES IMPOSED UNDER R9-7-1306

SEE IMPORTANT INSTRUCTIONS FOR ARRA FORM 333 ON PAGE 2—PLEASE READ CAREFULLY DO NOT COMPLETE OR RETURN THIS FORM IF YOU OR YOUR COMPANY DO NOT QUALIFY AS A SMALL ENTITY

NAME AND ADDRESS OF LICENSEE (AS IT APPEARS ON THE INVOICE)	ARIZONA LICENSE NUMBER	BUSINESS TELEPHONE NO. CONTACT NAME
EMAIL ADDRESS	COMPANY WEBSITE ADDRESS	CONTACT TELEPHONE NO.
SIZE STANDARDS (Check one size only) DO NOT RETURN THIS FORM IF YOU DO NOT QUALIFY UNDER ONE OF THESE SIZE STANDARDS		MAXIMUM ANNUAL FEE PER LICENSED CATEGORY (SEE ITEMS 2 AND 3 ON PAGE 2)
1. SMALL BUSINESS A for-profit concern that provides a service or a concern not engaged in manufacturing with average gross receipts of \$6.5 million over its last 3 completed fiscal years.		___ A. \$350,000 to \$6,500,000 ___ B. LESS THAN \$350,000 \$2,200 \$500
2. MANUFACTURING INDUSTRY A manufacturing concern with an average number of 500 or fewer employees based upon employment during each pay period for the preceding 12 calendar months In accordance with the North American Industry Classification System (NAICS), each business is assigned a NAICS business code. If you do not know your NAICS business code refer to http://www.census.gov, enter NAICS Codes.		___ A. 35 to 500 EMPLOYEES ___ B. LESS THAN 35 EMPLOYEES \$2,200 \$500
3. SMALL ORGANIZATION A not-for-profit organization that is independently owned and operated and has annual gross receipts of \$6.5 million or less		___ A. \$350,000 to \$6,500,000 ___ B. LESS THAN \$350,000 \$2,200 \$500
4. SMALL GOVERNMENT JURISDICTION (INCLUDING PUBLICLY SUPPORTED EDUCATIONAL INSTITUTIONS)* A government of a city, county, town, school district, or special district with a population of less than 50,000.		___ A. 20,000 to 50,000 POPULATION ___ B. LESS THAN 20,000 POPULATION \$2,200 \$500
5. SMALL EDUCATIONAL INSTITUTION THAT IS NOT STATE OR PUBLICLY SUPPORTED AND HAS 500 OR FEWER EMPLOYEES*		___ A. 35 to 500 EMPLOYEES ___ B. LESS THAN 35 EMPLOYEES \$2,200 \$500
*An educational institution referred to in the size standards is an entity whose primary function is education, whose programs are accredited by a nationally recognized accrediting agency or association, who is legally authorized to provide a program of organized instruction or study, who provides an educational program for which it awards academic degrees, and whose educational programs are available to the public.		
CERTIFICATION		
This certification MUST be signed by the owner of the entity named above or an official empowered to act on behalf of the entity. I certify under penalty of perjury that the above named Arizona Department of Health Services, Bureau of Radiation Control, Radioactive Materials licensee qualifies as a small entity under the size standards established by the Department for its licensees in R9-7-1304 (E). The licensee qualifies as a small entity under the specific size standard indicated above.		
TYPED OR PRINTED NAME AND TITLE	SIGNATURE	DATE
_____	_____	_____

IMPORTANT INSTRUCTIONS FOR ARRA FORM 333 – PLEASE READ CAREFULLY
DO NOT COMPLETE OR RETURN THIS FORM IF YOU DO NOT QUALIFY AS A SMALL ENTITY

**CERTIFICATION OF SMALL ENTITY STATUS FOR THE PURPOSES OF ANNUAL FEES IMPOSED
 UNDER R9-7-1304**

A licensee who qualifies as a small entity under a specific size standard established by the Arizona Department of Health Services (ADHS) may pay a reduced annual fee by filing the required certification on ARRA FORM 333, which is on page 1. A separate ARRA FORM 333 is required for each invoice. Licensees who do not qualify under one of the size standards shown on ARRA FORM 333 should disregard this form.

1. Complete all items on ARRA FORM 333 as follows: **(NOTE: Incomplete or improperly completed forms will be returned as unacceptable.)**
 - Enter the licensee’s name and address exactly as they appear on the invoice. Annotate name and/or address changes for billing purposes on the payment copy of the invoice – Correcting the name and/or address on ARRA FORM 333 or on the invoice does not constitute a request to amend the license.
 - Enter the invoice number exactly as it appears on the invoice.
 - Enter the company’s business telephone number.
 - Enter the license number exactly as it appears on the invoice.
 - Enter the contact person’s name and email address. Enter the company’s website address (if applicable), and the contact person’s telephone number.
 - Check the appropriate size standard under which the licensee qualifies as a small entity. Check one item only. Note the following:
 - a. *A licensee who is a subsidiary of a large entity, including foreign entities, does not qualify as a small entity. The calculation of a firm’s size includes the employees or receipts of all affiliates. Affiliation with another concern is based on the power to control whether exercised or not. Such factors as common ownership, common management and the identity of interest (often found in members of the same family, among others, are indications of affiliation). The affiliated business concerns need not be in the same line of business.*
 - b. Gross annual receipts, as used in the size standards, include all revenue received or accrued by your company from all sources, regardless of the form of the revenue and not solely receipts from licensed activities.
 - c. ADHS size standards on small entity are based on the Small Business Administration’s regulations (13CFR121).
 - d. The size standards apply to the licensee, not to the individual authorized users who may be listed in the license.
 - e. If you are a manufacturer please include your North American Industry Classification System (NAICS) business code as indicated on the form. If you do not know your NAICS business code refer to <http://www.census.gov>.
- If the invoice amount is less than the reduced small entity annual fee shown on this form, pay the amount on the invoice; there is no further reduction. In this case, do not file ARRA FORM 333. However, if the invoice amount is greater than the reduced small entity annual fee, file ARRA FORM 333 and pay the amount applicable to the size standard you checked on the form.
- The completed ARRA FORM 333 must be submitted with the required annual fee payment and the “Payment Copy” of the invoice to the address shown on the invoice.