



Small Business Advisory

SBA DISASTER ASSISTANCE IN RESPONSE TO THE CORONAVIRUS

Big firm capability. Small firm personality.

THE BONADIO GROUP
CPAs, Consultants & More

CONNECT WITH US: 877.917.3077 | bonadio.com |    

Albany | Batavia | Buffalo | Dallas | East Aurora | NY Metro Area | Rochester | Rutland | Syracuse | Utica

CONTENTS

01

**SBA Economic Injury Disaster Loans -
Coronavirus Related Economic
Disruptions Presentation**

Page 1-38

02

**U.S. Small Business Administration
Economic Injury Disaster Loan Application
Checklist - Partnerships & Corporations**

Pages 39-43

03

**U.S. Small Business Administration
Economic Injury Disaster Loan Application
Checklist - Sole Proprietors**

Pages 44-46

04

Forms

Pages 47-67



01

SBA Economic Injury Disaster Loans – Coronavirus Related Economic Disruptions Presentation





U.S. Small Business
Administration

SBA Economic Injury Disaster Loans – Coronavirus Related Economic Disruptions



SBA Disaster Customer Service Center

call - (800) 659-2955

email - disastercustomerservice@sba.gov

SBA Website for Information

www.SBA.gov/disaster

SBA Website to Apply

<https://disasterloan.sba.gov/ela>



This presentation is intended for general educational and/or informational purposes only and does not replace specific, independent professional advice. This presentation is based on our current interpretations of the law. These interpretations may ultimately, after further IRS or other guidance be changed.

Statements and opinions expressed are those of the presenter or participants individually and, unless expressly stated to the contrary, are not the opinion or position of Bonadio & Co., LLP. Bonadio & Co., LLP assumes no responsibility for the content, accuracy or completeness of the information presented. Attendees should note that sessions may be audio-recorded and published in various media, including print, audio and video formats without further notice.

SBA EIDL

***Peter VanPutte, Managing Director,
TBG Commercial Capital Partners***

Deferments

SBA issued Informational Notice 5000-20004 to remind Lenders of their unilateral authority to defer payments. Please review the appropriate SOP's for guidance.

7(a) Loans – SOP 50-57 (2)

504 Loans – SOP 50-55

Microloans – SOP 52-00 (2)

SBA's Economic Injury Disaster Loan Basics

What businesses are eligible to apply?

SBA's Economic Injury Disaster Loans (or working capital loans) are available to small businesses, small agricultural cooperatives, small aquaculture businesses and most private non-profit organizations

This includes:

- Businesses directly affected by the disaster
- Businesses that offer services directly related to the businesses in the declaration
- Other businesses indirectly related to the industry that are likely to be harmed by losses in their community (Example: Manufacturer of widgets may be eligible as well as the wholesaler and retailer of the product.

Private Non-Profit Organizations

Examples of Non-Profit Organizations: Nursing homes, food kitchens, museums, educational facilities, senior citizen centers, daycare centers, playhouses, community centers, shelters, rescue organizations, associations, etc.

An eligible private non-profit organization is a non-governmental agency or entity that currently has:

- (1) An effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or
- (2) Satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under State law.

SBA's Economic Injury Disaster Loan Basics

What is the criteria for a loan approval?

Credit History-Applicants must have a credit history acceptable to SBA.



Repayment –SBA must determine that the applicant business has the ability to repay the SBA loan.

Eligibility- The applicant business must be physically located in a declared county and suffered working capital losses due to the declared disaster, not due to a downturn in the economy or other reasons.



SBA's Economic Injury Disaster Loan Terms

How much can I borrow?

Eligible entities may qualify for loans up to \$2 million.

The interest rates for this disaster are 3.75 percent for small businesses and 2.75 percent for nonprofit organizations with terms up to 30 years.

Eligibility for these working capital loans are based on the size (must be a small business) and type of business and its financial resources.

How can I use the loan funds?

These working capital loans may be used to pay fixed debts, payroll, accounts payable, and other bills that could have been paid had the disaster not occurred. The loans are not intended to replace lost sales or profits or for expansion.

Economic Injury Disaster Loan Terms

What are the collateral requirements?

- Economic Injury Disaster Loans over \$25,000 require collateral.
- SBA takes real estate as collateral when it is available.
- SBA will not decline a loan for lack of collateral, but requires borrowers to pledge what is available.



SBA's Economic Injury Disaster Loan Basics

What kinds of small businesses can apply?

Examples of eligible industries include but are not limited to the following: hotels, recreational facilities, charter boats, manufactures, sports vendors, owners of rental property, restaurants, retailers, souvenir shops, travel agencies, and wholesalers.

What other criteria is involved?

The applicant business must have a physical presence in the declared disaster area. An applicant's economic presence alone in a declared area does not meet this requirement. The physical presence must be tangible and significant. Merely having a P.O. Box in the disaster area would not qualify as a physical presence.



Ineligible Entities

What are some of the businesses that are ineligible for an Economic Injury Disaster Loan?

- **Agricultural Enterprises** -If the primary activity of the business (including its affiliates) is as defined in Section 18(b)(1) of the Small Business Act, neither the business nor its affiliates are eligible for EIDL assistance
- **Religious Organizations**
- **Charitable Organizations**
- **Gambling Concerns** - (Ex: Concerns that derive more than 1/3 of their annual gross revenue from legal gambling activities)
- **Casinos & Racetracks** (Ex: Businesses whose purpose for being is gambling (e.g., casinos, racetracks, poker parlors, etc.) are not eligible for EIDL assistance regardless of 1/3 criteria above.
- **Real estate developers** - establishments primarily engaged in subdividing real property into lots and developing it for resale on their own account.

SBA's Working Capital Loans are Different from Other SBA Loans

- SBA's Economic Injury Disaster Loan (EIDLs) funds come directly from the U.S. Treasury.
- Applicants **do not** go through a bank to apply. They apply directly to SBA's Disaster Assistance Program at: disasterloan.sba.gov/ela
- There is no cost to apply
- There is no obligation to take the loan if offered
- The maximum unsecured loan amount is \$25,000
- Applicants can have an existing SBA Disaster Loan and still qualify for an EIDL for this disaster, but the loans cannot be consolidated

Basic Filing Requirements

- Completed SBA loan application (SBA Form 5 or 5C).
- Tax Information Authorization (IRS Form 4506T) for the applicant, principals and affiliates.
- Complete copies of the most recent Federal Income Tax Return.
- Schedule of Liabilities (SBA Form 2202).
- Personal Financial Statement (SBA Form 413).
Other Information may also be requested.

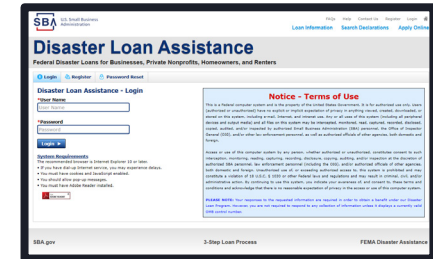
This is the U.S. Small Business Administration Disaster Business Loan Application form (SBA Form 5). It is titled "U.S. Small Business Administration DISASTER BUSINESS LOAN APPLICATION" and includes a section for "FOR SBA INTERNAL USE ONLY". The form contains various fields for applicant information, including Physical Declaration Number, Economic Injury Declaration Number, FEMA Registration Number, Date Received, Filing Deadline Date, and SBA Application Number. It also includes sections for "1. ARE YOU EMPLOYED FOR?", "2. ORGANIZATION TYPE", "3. APPLICANT'S LEGAL NAME", "4. FEDERAL E.I.N. (if applicable)", "5. TRADE NAME (if different from legal name)", "6. BUSINESS PHONE NUMBER", "7. MAILING ADDRESS", "8. DAMAGED PROPERTY ADDRESSES", "9. PROVIDE THE NAME(S) OF THE INDIVIDUAL(S) TO CONTACT FOR:", "10. ALTERNATE WAY TO CONTACT YOU", "11. BUSINESS ACTIVITY", "12. NUMBER OF EMPLOYEES (pre-disaster)", "13. DATE BUSINESS ESTABLISHED", "14. CURRENT MANAGEMENT SINCE", "15. AMOUNT OF ESTIMATED LOSS", "16. INSURANCE COVERAGE (IF ANY)", and "17. OTHER INFORMATION".

This is the U.S. Small Business Administration Disaster Home / Soleproprietor Loan Application form (SBA Form 5C). It is titled "U.S. Small Business Administration DISASTER HOME / SOLEPROPRIETOR LOAN APPLICATION". The form contains various fields for applicant information, including Name, Address, City, State, Zip, and Phone Number. It also includes sections for "1. ARE YOU EMPLOYED FOR?", "2. ORGANIZATION TYPE", "3. APPLICANT'S LEGAL NAME", "4. FEDERAL E.I.N. (if applicable)", "5. TRADE NAME (if different from legal name)", "6. BUSINESS PHONE NUMBER", "7. MAILING ADDRESS", "8. DAMAGED PROPERTY ADDRESSES", "9. PROVIDE THE NAME(S) OF THE INDIVIDUAL(S) TO CONTACT FOR:", "10. ALTERNATE WAY TO CONTACT YOU", "11. BUSINESS ACTIVITY", "12. NUMBER OF EMPLOYEES (pre-disaster)", "13. DATE BUSINESS ESTABLISHED", "14. CURRENT MANAGEMENT SINCE", "15. AMOUNT OF ESTIMATED LOSS", "16. INSURANCE COVERAGE (IF ANY)", and "17. OTHER INFORMATION".

Additional Filing Requirements

Other information that may be requested:

- Complete copy, including all schedules, of the most recent Federal income tax return for principals, general partners or managing member, and affiliates (see filing requirements for more information).
- If the most recent Federal income tax return has not been filed, a year-end profit-and-loss statement and balance sheet for that tax year .
- A current year-to-date profit-and-loss statement .
- Additional Filing Requirements (SBA Form 1368) providing monthly sales figures. (This is especially important for Economic Injury Disaster Loans.)



SBA Documentation

Jason Acker, Principal

How to Apply

SBA's Customer Service Representatives are ready to serve.

- Applicants may apply online using the Electronic Loan Application (ELA) via SBA's secure website at <https://disasterloan.sba.gov/ela>.
- Paper loan applications can be downloaded from www.sba.gov/disaster. Completed applications should be mailed to:

U.S. Small Business Administration
Processing and Disbursement Center
14925 Kingsport Road
Fort Worth, TX 76155

- Disaster loan information and application forms may also be obtained by calling the SBA's Customer Service Center at 800-659-2955 (800-877-8339 for the deaf and hard-of-hearing) or by sending an email to disastercustomerservice@sba.gov.

Assistance From SBA Partners

Free assistance with reconstructing financial records, preparing financial statements, and submitting the loan application is available from any of SBA's partners:

- 1) Small Business Development Centers (SBDCs)
- 2) SCORE
- 3) Women's Business Centers (WBC)

For the nearest office, visit: <https://www.sba.gov/local-assistance>

Submit Your Application As Soon As Possible

Recheck the filing requirements to ensure that all the needed information is submitted.

The biggest reason for delays in processing is due to **missing information**. Make sure to complete all filing requirements before submitting the application and forms.

If more funds are needed, applicants can submit supporting documents and a request for an increase. If less funds are needed, applicants can request a reduction in the loan amount.

If the loan request is denied, the applicant will be given up to six months in which to provide new information and submit a written request for reconsideration.

Next Steps

1. We will be emailing out materials
2. Use the checklist to complete the application and supporting documentation
3. For further assistance, please email Loanassistance@Bonadio.com
 - We will contact you upon receipt of your email for engagement and follow up

Senate CARES Bill (HR 748) Update

Paycheck Protection Program (Sec 1102)

Loan Forgiveness (Sec 1106)

Lynn Mucenski-Keck, Partner

Status as of this morning

The [legislation](#) passed on a 96-0 vote just before midnight Wednesday after days of intense negotiations between Senate Republicans and Democrats.

Pressure is on the Democratic-led House to pass the bill quickly and send it to President Donald Trump for his signature.

Paycheck Protection Program

Increases the government guarantee of loans made for the Payment Protection Program under section 7(a) of the Small Business Act to 100 percent through December 31, 2020.

Who is making the loans?

Provided delegated authority to lenders in allowing them to determine eligibility and credit worthiness without going through SBA channels. A lender approved to make loans is deemed to have been delegated authority by the Administrator to make and approve covered loans.

How are banks evaluating the borrower?

In evaluating the eligibility of a borrower for a covered loan, a lender can consider whether the borrower:

- was in operation on February 15, 2020; and
- had employees for whom the borrower paid salaries and payroll taxes OR paid independent contractors as reported on a Form 1099-MISC.

Paycheck Protection Program

Employee Limit

- The term employee includes individuals employed on a full-time, part-time or other basis.
- Exception for Accommodation and Food Services: the 500 employees can be measured per physical location.
- Waives affiliation rules for franchises that are approved on the SBA's Franchise Directory and small businesses that receive financing through the Small Business Investment Company (SBIC) program.
- Individuals who operate under a sole proprietorship or as an independent contractor and eligible self-employed individuals may be eligible to receive a covered loan.

Paycheck Protection Program

Maximum Loan Amount

Beginning on February 15, 2020 and ending on June 30, 2020, the maximum loan amount is the lesser of:

- the **average total monthly payments** by the applicant for **payroll costs** incurred during the 1-year period before the date on which the loan is made **multiplied by 2.5**;
- plus the outstanding loan amounts that were made beginning on January 31, 2020 and ending on the date you receive this loan, eligible to be refinanced under this loan; OR
- \$10,000,000.

Special rules exist for seasonal employers and businesses not in existence beginning 2/15/2019 and ending on 6/30/2019.

Paycheck Protection Program

Maximum Loan Amount

Payroll Costs include:

- salary, wage, commission, or similar compensation;
- payment of cash tip or equivalent;
- payment of vacation, parental, family, medical or sick leave;
- allowance for dismissal or separation;
- payment required for the provision of group health care benefits, including insurance premiums;
- payment of any retirement benefits; or
- payment of state or local tax assessed on the compensation of employees;
- the sum of payments of any compensation to or income of a ***sole proprietor or independent contractor*** that is a wage, commission, income, net earnings from self-employment, or similar compensation and that is in an amount not exceeding more than \$100,000 in 1 year, as prorated for the period beginning on February 15, 2020 and ending on June 30, 2020.

Paycheck Protection Program

Maximum Loan Amount

Payroll Costs do **NOT** include:

- the compensation of an individual employee's in excess of an annual salary of \$100,000 as prorated for the period beginning on February 15, 2020 and ending on June 30, 2020;
- taxes imposed or withheld under FICA (Social Security and Medicare), Railroad Retirement Act, and IRC Chapter 24 (income tax at source);
- any compensation of an employee whose principal place of residence is outside the United States;
- qualified sick leave or family leave wages for which a credit is allowed under the Families First Coronavirus Response Act.

Paycheck Protection Program

What can I use the loan for?

Between February 15, 2020 and ending on June 30, 2020, the eligible recipient can use the proceeds from the loan for:

- payroll costs;
- costs related to the continuation of group health care benefits during periods of paid sick, medical, or family leave, and insurance premiums;
- employee salaries, commission, or similar compensations;
- payments of interest on any mortgage obligation;
- rent (including rent under a lease agreement);
- utilities; and
- interest on any other debt obligation that were incurred before the period.

Paycheck Protection Program

Recipient Good Faith Certifications

An eligible recipient applying for a covered loan must make a good faith certification that:

- the uncertainty of current economic conditions makes necessary the loan request to support the ongoing operations of the eligible recipient;
- acknowledging that funds will be used to retain workers and maintain payroll or make mortgage payments, lease payments, and utility payments;
- that the eligible recipient does not have an application pending for a loan under this subsection for the same purpose and duplicative of amounts applied for or received under a covered loan; and
- during the period beginning on February 15, 2020 and ending on December 31, 2020, that the eligible recipient has not received amounts under this subsection for the same purpose and duplicative of amounts applied for or received under a covered loan.

Paycheck Protection Program

Nonrecourse

The administration has no recourse against any individual shareholder, member, or partner of an eligible recipient of a covered loan for nonpayment of any covered loan UNLESS it is used for a purposes not authorized.

No Guarantee

Between February 15, 2020 and ending on June 30, 2020, no personal guarantee is required for the covered loan AND no collateral is required for the cover loan.

No Fees

Between February 15, 2020 and ending on June 30, 2020, with respect to covered loan, the Administrator will not collect a fee.

Paycheck Protection Program

Deferral of Payment:

Between February 15, 2020 and ending on June 30, 2020, the Administration provides complete payment deferment relief for impacted borrowers with a loan for a period of not less than 6 months and not more than 1 year.

- Includes the payment of principal, interest, and fees

An impacted borrower is an eligible receipt who is in operation on February 15, 2020 and has an application for covered loan that is approved or pending after the date of enactment.

Loan Forgiveness

An individual or entity that is eligible to receive a covered loan is eligible for forgiveness of indebtedness on that loan in an amount equal to the sum of the following costs incurred and payments made during **the 8-week period beginning on the date of the origination of a covered loan:**

- payroll Costs (reference definition above);
- any payment of interest on any covered mortgage obligation
 - any indebtedness or debt instrument incurred in the ordinary course of business that is a liability of the borrower, is a mortgage on real or personal property and was incurred before 2/15/2020;
- any payment of a rent obligation made under a leasing agreement in force before 2/15/2020;
- any utility payment related to the distribution of electricity, gas, water, transportation, telephone or internet access for which service began before 2/15/2020.

Loan Forgiveness

Information that must be provided to the Lender:

- documentation verifying the number of full time equivalent employees on payroll and pay rates including payroll tax filings reported to the IRS and State income, payroll, and unemployment insurance filings;
- documentation, including cancelled checks, payment receipts, transcripts of accounts, or other documents verifying payments on covered mortgage obligations, payments on covered lease obligations, and covered utility payments.

Loan Forgiveness

Information that must be provided to the Lender:

- certification from a representative of the eligible recipient authorized to make such certifications that-
 - the documentation presented is true and correct; AND
 - amount for which forgiveness is requested was used to retain employees, make interest payments on a covered mortgage obligation, make payments on a covered rent obligation, or make covered utility payments;
- any other documentation the administrator determines is necessary.

No eligible recipient shall receive forgiveness without submitting to the lender that is servicing the covered loan the documentation required.

Loan Forgiveness

Timing of Loan Forgiveness Decision:

No later than **60 days** after the date on which a lender receives an application for loan forgiveness from an eligible recipient, the lender will issue a decision on the an application.

Taxability

Any amount would be includible in gross income of the eligible recipient by reason of forgiveness is excluded from gross income.

Loan Forgiveness

Reduction of Loan Forgiveness

- The amount of loan forgiveness may be reduced if there is a reduction in full time equivalent employees when comparing to the average number of full time equivalent employees per month employed by the eligible recipient during the period beginning February 15, 2019 and ending on June 30, 2019 OR January 1, 2020 and ending on February 29, 2020.
- Reductions also exist for certain reductions in total salary or wages of any employees in excess of 25 percent.
 - Employees in this instance refer to employees who in 2019 did not receive a wage or salary at an annualized rate more than \$100,000.
- Special rules for tipped workers and rehires during a certain time period.

Questions?





02

U.S. Small Business Administration Economic Injury Disaster
Loan Application Checklist - Partnerships & Corporations

U.S. Small Business Administration
Economic Injury Disaster Loan
Application Checklist - Partnerships & Corporations

1 Confirm eligibility

- ☐ Do you have a tangible and significant physical presence in a declared disaster area? Note - merely having a P.O. box does not qualify.

Check the most current listings on the SBA website:

<https://disasterloan.sba.gov/ela/Declarations/Index>

Note - All of New York State is a declared disaster area.

- ☐ Are you an eligible business? Eligible businesses include small businesses, small agricultural cooperatives, small aquaculture businesses and most private non-profit organizations.

The SBA's guidelines for small businesses are based on revenue or number of employees, and vary by industry. See the SBA website for further guidance:

<https://www.sba.gov/document/support--table-size-standards>

Private non-profit organizations include all non-governmental entities organized under 501(c), (d), or (e).

- ☐ Did you suffer economic loss that is directly or indirectly related to the applicable disaster (COVID-19). The program is not designed to provide financing for businesses who are experiencing financial hardship related to other reasons besides the disaster or that were largely in place prior to the disaster.

IF YOU ANSWERED NO TO ANY OF THESE QUESTIONS, STOP, YOU ARE NOT ELIGIBLE FOR A SBA EIDL.

2 Basic application

c

Note - Businesses may apply online at the SBA website or via paper forms. The number of businesses impacted by the crisis has caused the online application site to be overloaded. Many applicants are experiencing significant delays and issues processing applications, or finding the site to be completely inaccessible during normal business hours. It has been recommended to us by the SBA that paper applications are the best route at this time and will ensure timely and correct filing.

☐ **Paper Application - SBA Form 5**

- c If you are a sole proprietor and your business does not file a stand alone tax return, use SBA Form 5C and applicable Checklist. Otherwise, proceed.
- c Leave top section blank.
- c Check box for "Economic Injury (EIDL)"
- c Fill in Items 1-7 and 10-14.
- c Items 8, 9 and 20 can be left blank, as they relate to Property Damage loans.
- c Item 15 should be left blank. For EIDL loans, you are not able to request a specific amount - the SBA will determine the amount you will be approved for.
- c If you have business interruption insurance or other insurance coverage which can mitigate your economic loss, fill in Item 16, otherwise leave blank.
- c Fill in Items 17-19 for anyone owning 20% of the business or greater and others as specified by instructions. Attach additional sheets if necessary.
- c
- c Fill in Item 21 if you were charged a fee by anyone for assistance in preparing the application.
- c Sign at bottom.

3 Required Additional Attachments

- ☐ Complete copies, including all schedules, of the most recent Federal income tax return for the applicant business; or an explanation if not available.

- ☐ [IRS Form 4506T](#) completed and signed for the business and each person owning 20 percent or more of the applicant business, each general partner or managing member; and, for any owner who has greater than 50 percent ownership in an affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management.
 - c Note that 5a, 6c and 9 are pre-populated appropriately.
 - c Enter the applicable tax return on Line 6.
 - c Change dates on Item 9 if your business operates on a fiscal year.
 - c Review instructions for where to email, fax or mail the form.

- ☐ [SBA Form 2202 - Schedule of Liabilities](#) (or another equivalent schedule).
 - c Enter the date of the most recent balance sheet you are using to prepare this application.
 - c Enter each line-of-credit, note payable, mortgage payable, capital lease payable, etc. on its own line with the applicable information.
 - c
Accounts payable can be presented as one balance, with "Accounts Payable" listed as the Creditor. Original Date and Maturity Date can say "Various" and payment amount should be left blank.
 - c
Accrued expenses and other liabilities should be presented in the same level of detail as on the balance sheet. You can use the title on the balance sheet as the Creditor and fill in applicable information.
 - c Be sure the total in the "Current Balance" column agrees to the total liabilities presented on your balance sheet you are submitting as part of Step 4.
 - c
You may use your own schedule if you wish, but it must contain all of the same information as Form 2202.
 - c The SBA will use this schedule as a guide to help them assess your obligations and overall need/economic loss to be covered by the loan.

- ☐ [SBA Form 413 - Personal Financial Statement](#)
 - c Must be prepared for each person owning 20% or more of the business and others as specified by instructions.
 - c Select a date the statement is being prepared "as of" and enter that date at the top. This should be as recent as possible, no older than 90 days.
 - c Fill in all PERSONAL assets and liabilities as of the date you selected. Do not include business assets and liabilities, as you may be double-counting.
 - c All figures should be rounded to the nearest dollar. Approximate figures and "best guess" estimates are generally considered acceptable.
 - c Detailed information provided in Sections 2-8 must agree to the totals submitted on page 1 under Assets and Liabilities.
 - c Net Worth is simply the difference between your Total Assets and Total Liabilities.
 - c
The SBA will use this schedule to assess both your ability to repay the loan as well as your access to other funding for your business. Applicants which show significant liquid assets may be approved for lower amounts or not at all, as the SBA may expect the business to utilize owners' liquidity first. They will also use this as a means of assessing personal assets which may be required to be used as collateral.

4 Additional Information Which WILL Be Necessary to Process Application

c

Note - The instructions indicate this information MAY be necessary, however the SBA has advised us that this information will be necessary for EIDL's and should be submitted with all initial applications. Failure to submit will result in additional requests from the SBA and delayed processing.

☐ Complete copies, including all schedules, of the most recent Federal income tax return for all individuals listed in Items 17-19 on the Form 5 application.

☐ If the most recent Federal income tax return has not been filed, a year-end profit-and-loss statement and balance sheet for that tax year. This can be internally prepared.

☐ Interim profit-and-loss statement and balance sheet for the current tax year, as current as can reasonably be done. This can be internally prepared. Liabilities listed on Form 2202 should be as of this balance sheet date and total balance sheet liabilities should agree to Form 2202.

c

The SBA will use this to determine the fixed obligations that you have and will use those as a guideline for determining your loan amount. It is important that this be presented in adequate detail to give the SBA the information to make that determination. Additional notations on the statements, if necessary, may prove helpful to the loan analysts at the SBA.

☐ **SBA Form 1368 - Page 1 is Required for EIDL's**

c For Monthly Sales Figures, start with the first month of your fiscal year, and list total sales for each month for the previous 3 years and the current fiscal year.

c Estimates are acceptable, indicate with an "e" after the estimated number.

c

Total sales should equal total sales on your income tax returns. Note that journal entries prepared by your tax preparer or accrual vs. cash basis differences may cause your internal figures to not equal the tax returns. Please work with your tax preparer if necessary to ensure accurate figures.

c The SBA will use this to assess seasonality of your business, recent trends, and also any economic losses already sustained as a result of the disaster.

c The forecast on Page 2 is truly optional, per our discussions with the SBA, see below.

5 Additional Information Which May be Helpful to Process Application

☐ Internal or accountant-prepared profit-and-loss statement and balance sheet for the prior tax year corresponding to the submitted tax returns.

c

As with the interim financial information in Step 4, the SBA can use this to determine the fixed obligations that you have and will use those as a guideline for determining your loan amount. Your tax return may not present the information in adequate detail to give the SBA the information to make that determination. In that case, this may prove helpful to the loan analysts at the SBA.

☐ **SBA Form 1368 - Additional sections**

c The forecast on Page 2 is truly optional, per our discussions with the SBA. While in some cases it may be helpful, the speculative nature of a projection limits its usefulness.

c The bottom of Page 1 advises applicants to "PLEASE SUBMIT ANY ADDITIONAL NARRATIVE OR FINANCIAL INFORMATION YOU FEEL WILL HELP ESTABLISH YOUR ECONOMIC LOSS". This is likely an easier and more effective way to provide additional information to the SBA to make your case for economic loss.

6 Submitting Your Application

☐ Ensure your information is complete, organized and all required signatures are present.

☐ Mail the complete package via overnight mail to:

U.S. Small Business Administration
Processing and Disbursement Center
14925 Kingsport Rd.
Ft. Worth, TX 76155-2243

The current expected loan processing time is 1-3 weeks, however high volume of applications may cause a longer processing time. Loans over \$25,000 which require collateral will also require additional processing time.



03

U.S. Small Business Administration Economic Injury
Disaster Loan Application Checklist - Sole Proprietors

U.S. Small Business Administration
Economic Injury Disaster Loan
Application Checklist - Sole Proprietors

1 Confirm eligibility

- ☐ Do you have a tangible and significant physical presence in a declared disaster area? Note - merely having a P.O. box does not qualify.

Check the most current listings on the SBA website:

<https://disasterloan.sba.gov/ela/Declarations/Index>

Note - All of New York State is a declared disaster area.

- ☐ Are you an eligible business? Eligible businesses include small businesses, small agricultural cooperatives, small aquaculture businesses and most private non-profit organizations.

The SBA's guidelines for small businesses are based on revenue or number of employees, and vary by industry. See the SBA website for further guidance:

<https://www.sba.gov/document/support-table-size-standards>

Private non-profit organizations include all non-governmental entities organized under 501(c), (d), or (e).

- ☐ Did you suffer economic loss that is directly or indirectly related to the applicable disaster (COVID-19). The program is not designed to provide financing for businesses who are experiencing financial hardship related to other reasons besides the disaster or that were largely in place prior to the disaster.

IF YOU ANSWERED NO TO ANY OF THESE QUESTIONS, STOP, YOU ARE NOT ELIGIBLE FOR A SBA EIDL.

2 Basic application

- c Note - Businesses may apply online at the SBA website or via paper forms. The number of businesses impacted by the crisis has caused the online application site to be overloaded. Many applicants are experiencing significant delays and issues processing applications, or finding the site to be completely inaccessible during normal business hours. It has been recommended to us by the SBA that paper applications are the best route at this time and will ensure timely and correct filing.

☐ **Paper Application - SBA Form 5C**

- c If your business is a corporation or partnership and files a stand alone tax return, use SBA Form 5 and applicable Checklist. Otherwise, proceed.
- c Leave top section blank.
- c Check box for "Sole Proprietor - Economic Injury"
- c Fill in your applicable information and your spouse's, if you file a joint return.
- c Items related to Damaged Property can be left blank or marked N/A.
- c List all business AND personal debts which will last longer than 10 months in the "Debts" section. List all business AND personal assets in the "Assets" section. All figures should be rounded to the nearest dollar. Approximate figures and "best guess" estimates are generally considered acceptable.
- c If you have business interruption insurance or other insurance coverage which can mitigate your economic loss, list that in "Insurance Information", otherwise leave blank.
- c Answer the questions in the "Disclosures" section. If you answered Yes to any, explain in the "Additional Comments" section on the last page.
- c Fill in the "Representative Information" section if you were charged a fee by anyone for assistance in preparing the application.
- c Sign the "Consent" section.

3 Required Additional Attachments

- ☐ [IRS Form 4506T completed and signed.](#)
 - c Note that 5a, 6c and 9 are pre-populated appropriately.
 - c Enter "1040" on Line 6.
 - c Review instructions for where to email, fax or mail the form.

4 Additional Information Which May Be Necessary to Process Application

- c Note - The instructions indicate this information MAY be necessary, however the SBA has advised us that applicants should provide as much information as possible on the initial application. Failure to submit may result in additional requests from the SBA and delayed processing.
- ☐ Complete copies, including all schedules, of your most recent Federal income tax return.
- ☐ A 2019 profit-and-loss statement and balance sheet for your business. This can be internally prepared.
 - c The SBA will use this to determine the fixed obligations that you have and will use those as a guideline for determining your loan amount. It is important that this be presented in adequate detail to give the SBA the information to make that determination. Additional notations on the statements, if necessary, may prove helpful to the loan analysts at the SBA.
- ☐ Interim profit-and-loss statement and balance sheet for your business for 2020, as current as can reasonably be done. This can be internally prepared in the same manner as above.
- ☐ [SBA Form 1368 - Page 1 is strongly recommended for EIDL's](#)
 - c For Monthly Sales Figures, start with the first month of your fiscal year, and list total sales for each month for the previous 3 years and the current fiscal year.
 - c Estimates are acceptable, indicate with an "e" after the estimated number.
 - c Total sales should equal total sales on your income tax returns. Note that journal entries prepared by your tax preparer or accrual vs. cash basis differences may cause your internal figures to not equal the tax returns. Please work with your tax preparer if necessary to ensure accurate figures.
 - c The SBA will use this to assess seasonality of your business, recent trends, and also any economic losses already sustained as a result of the disaster.
 - c The forecast on Page 2 is truly optional, per our discussions with the SBA. While in some cases it may be helpful, the speculative nature of a projection limits its usefulness. The bottom of Page 1 advises applicants to "PLEASE SUBMIT ANY ADDITIONAL NARRATIVE OR FINANCIAL INFORMATION YOU FEEL WILL HELP ESTABLISH YOUR ECONOMIC LOSS". This is likely an easier and more effective way to provide additional information to the SBA to make your case for economic loss.

5 Submitting Your Application

- ☐ Ensure your information is complete, organized and all required signatures are present.
- ☐ Mail the complete package via overnight mail to:
U.S. Small Business Administration
Processing and Disbursement Center
14925 Kingsport Rd.
Ft. Worth, TX 76155-2243

The current expected loan processing time is 1-3 weeks, however high volume of applications may cause a longer processing time. Loans over \$25,000 which require collateral will also require additional processing time.



04

Forms





U.S. Small Business Administration DISASTER BUSINESS LOAN APPLICATION

OMB No.: 3245-0017
Expiration: 08/31/2021

FOR SBA INTERNAL USE ONLY

Date Received _____ Location _____ By _____

Physical Declaration Number _____
Economic Injury Declaration Number _____
FEMA Registration Number _____
(if known)

Filing Deadline Date _____
Filing Deadline Date _____
SBA Application Number _____

1. ARE YOU APPLYING FOR:

- ☐ **Physical Damage** -- *Indicate type of damage*
- ☐ **Real Property** ☐ **Business Contents**
- ☐ **Economic Injury (EIDL)**

☐ **Military Reservist EIDL (MREIDL)**

(complete the following)

* Name of Essential Employee _____

* Employee's Social Security Number _____

PLEASE PROVIDE ALL INFORMATION OR DOCUMENTATION REQUESTED IN THE ATTACHED FILING REQUIREMENTS.

* For information about these questions, see the attached Statements Required by Laws and Executive Orders.

Apply online at <https://disasterloan.sba.gov/ela/> OR send completed applications to:

U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, Texas 76155

2. ORGANIZATION TYPE ***Sole Proprietors should complete form 5C**

- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Entity
☐ Corporation ☐ Nonprofit Organization ☐ Trust ☐ Other: _____

3. APPLICANT'S LEGAL NAME

4. FEDERAL E.I.N. (if applicable)

5. TRADE NAME (if different from legal name)

6. BUSINESS PHONE NUMBER (including area code)

7. MAILING ADDRESS

☐ Business ☐ Home ☐ Temp ☐ Other _____

Number, Street, and/or Post Office Box _____ City _____ County _____ State _____ Zip _____

8. DAMAGED PROPERTY ADDRESS(ES)

(If you need more space, attach additional sheets.)

☐ Same as mailing address

BUSINESS PROPERTY IS:

☐ Owned ☐ Leased

Number and Street Name _____ City _____ County _____ State _____ Zip _____

9. PROVIDE THE NAME(S) OF THE INDIVIDUAL(S) TO CONTACT FOR:

Loss Verification Inspection

Information necessary to process the Application

Name _____

Name _____

Telephone Number _____

Telephone Number _____

10. ALTERNATE WAY TO CONTACT YOU

- ☐ Cell Number ☐ E-mail
☐ Fax Number ☐ Other

11. BUSINESS ACTIVITY:

12. NUMBER OF EMPLOYEES (pre-disaster):

13. DATE BUSINESS ESTABLISHED:

14. CURRENT MANAGEMENT SINCE:

15. AMOUNT OF ESTIMATED LOSS:

If unknown, enter a question mark

☐ Real Estate

☐ Inventory

☐ Machinery & Equipment

☐ Leasehold Improvements

16. INSURANCE COVERAGE (IF ANY)

(If you need more space, attach additional sheets.)

Coverage Type: _____

Name of Insurance Company and Agent _____

Phone Number of Insurance Agent _____

Policy Number _____

17. OWNERS (Individuals and businesses.) (If you need more space attach additional sheets.)		Complete for each: 1) proprietor, or 2) limited partner who owns 20% or more interest and each general partner, or 3) stockholder or entity owning 20% or more voting stock.			
Legal Name		Title/Office	% Owned	E-mail Address	
SSN/EIN*	Marital Status	Date of Birth*	Place of Birth*	Telephone Number (area code)	US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address		City	State	Zip	
Legal Name		Title/Office	% Owned	E-mail Address	
SSN/EIN*	Marital Status	Date of Birth*	Place of Birth*	Telephone Number (area code)	US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address		City	State	Zip	
* For information about these questions, see the attached Statements Required by Laws and Executive Orders.					
Business Entity Owner Name		EIN	Type of Business	% Ownership	
Mailing Address		City	State	Zip Code	
E-mail Address			Phone		
18. For the applicant business and each owner listed in item 17, please respond to the following questions, providing dates and details on any question answered YES (Attach an additional sheet for detailed responses).					
a. Has the business or a listed owner ever been involved in a bankruptcy or insolvency proceeding?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the business or a listed owner have any outstanding judgments, tax liens, or pending lawsuits against them?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. In the past year, has the business or a listed owner been convicted of a criminal offense committed during and in connection with a riot or civil disorder or other declared disaster, or ever been engaged in the production or distribution of any product or service that has been determined to be obscene by a court of competent jurisdiction?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has the business or a listed owner ever had or guaranteed a Federal loan or a Federally guaranteed loan?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the business or a listed owner delinquent on any Federal taxes, direct or guaranteed Federal loans (SBA, FHA, VA, student, etc.), Federal contracts, Federal grants, or any child support payments?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Does any owner, owner's spouse, or household member work for SBA or serve as a member of SBA's SCORE, ACE, or Advisory Council?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is the applicant or any listed owner currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Regarding you or any joint applicant listed in Item 17:					
a) are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; b) have you been arrested in the past six months for any criminal offense; c) for any criminal offense - other than a minor vehicle violation - have you ever: 1) been convicted, 2) plead guilty, 3) plead nolo contendere, 4) been placed on pretrial diversion, or 5) been placed on any form of parole or probation (including probation before judgement)? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name: _____</div>					
20. PHYSICAL DAMAGE LOANS ONLY. If your application is approved, you may be eligible for additional funds to cover the cost of mitigating measures (real property improvements or devices to minimize or protect against future damage from the same type of disaster event). It is not necessary for you to submit the description and cost estimates with the application. SBA must approve the mitigating measures before any loan increase. By checking this box, I am interested in having SBA consider this increase. <input type="checkbox"/>					
21. If anyone assisted you in completing this application, whether you pay a fee for this service or not, that person must print and sign their name in the space below.					
Name and Address of Representative (please include the individual name and their company)					
_____ (Signature of Individual)		_____ (Print Individual Name)			
_____ (Name of Company)		_____ Phone Number (include Area Code)			
_____ Street Address, City, State, Zip		_____ Fee Charged or Agreed Upon			
Unless the NO box is checked, I give permission for SBA to discuss any portion of this application with the representative listed above. NO <input type="checkbox"/>					
AGREEMENTS AND CERTIFICATIONS					
On behalf of the undersigned individually and for the applicant business:					
I/We authorize my/our insurance company, bank, financial institution, or other creditors to release to SBA all records and information necessary to process this application.					
If my/our loan is approved, additional information may be required prior to loan closing. I/We will be advised in writing what information will be required to obtain my/our loan funds.					
I/We hereby authorize the SBA to verify my/our past and present employment information and salary history as needed to process and service a disaster loan.					
I/We authorize SBA, as required by the Privacy Act, to release any information collected in connection with this application to Federal, state, local, tribal or nonprofit organizations (e.g. Red Cross Salvation Army, Mennonite Disaster Services, SBA Resource Partners) for the purpose of assisting me with my/our SBA application, evaluating eligibility for additional assistance, or notifying me of the availability of such assistance.					
I/We will not exclude from participating in or deny the benefits of, or otherwise subject to discrimination under any program or activity for which I/we receive Federal financial assistance from SBA, any person on grounds of age, color, handicap, marital status, national origin, race, religion, or sex.					
I/We will report to the SBA Office of the Inspector General, Washington, DC 20416, any Federal employee who offers, in return for compensation of any kind, to help get this loan approved. I/We have not paid anyone connected with the Federal government for help in getting this loan.					
CERTIFICATION AS TO TRUTHFUL INFORMATION: By signing this application, you certify that all information in your application and submitted with your application is true and correct to the best of your knowledge, and that you will submit truthful information in the future.					
WARNING: Whoever wrongfully misapplies the proceeds of an SBA disaster loan shall be civilly liable to the Administrator in an amount equal to one-and-one half times the original principal amount of the loan under 15 U.S.C. 636(b). In addition, any false statement or misrepresentation to SBA may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines and imprisonment, or both, under 15 U.S.C. 645, 18 U.S.C. 1001, 18 U.S.C. 1014, 18 U.S.C. 1040, 18 U.S.C. 3571, and any other applicable laws; 2) treble damages and civil penalties under the False Claims Act, 31 U.S.C. 3729; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 U.S.C. 3802; and 4) suspension and/or debarment from all Federal procurement and non-procurement transactions. Statutory fines may increase if amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015.					
SIGNATURE <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>		TITLE <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>		DATE <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>	
Sign in Ink					

U. S. Small Business Administration DISASTER BUSINESS LOAN APPLICATION

If you have questions about this application or problems providing the required information, please contact our Customer Service Center at 1-800-659-2955 or disastercustomerservice@sba.gov

If more space is needed for any section of this application, please attach additional sheets.

SBA will contact you by phone or E-mail to discuss your loan request.

Filing Requirements

FOR ALL APPLICATIONS, EXCLUDING NON-PROFIT ORGANIZATION, THE FOLLOWING ITEMS MUST BE SUBMITTED.

- This application (SBA Form 5), completed and signed
- Tax Information Authorization (IRS Form 4506T), completed and signed by each applicant, each principal owning 20 percent or more of the applicant business, each general partner or managing member; and, for any owner who has greater than 50 percent ownership in an affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management
- Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business; an explanation if not available
- Personal Financial Statement (SBA Form 413) completed, signed, and dated by the applicant, each principal owning 20 percent or more of the applicant business, and each general partner or managing member
- Schedule of Liabilities listing all fixed debts (SBA Form 2202 may be used)

NON-PROFIT ORGANIZATION (including Houses of Worship, Association, etc), THE FOLLOWING ITEMS MUST BE SUBMITTED:

- This application (SBA Form 5), completed and signed
- A complete copy of the organization's most recent tax return **OR** a copy of the organizations's IRS tax-exempt certification and complete copies of the organization's three most recent years' "Statement of Activities"
- Schedule of Liabilities.
- Tax Information Authorization (IRS Form 4506-T), completed and signed for each applicant and for any affiliated entity. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management.

ADDITIONAL REQUIREMENTS FOR MILITARY RESERVIST ECONOMIC INJURY (MREIDL):

- A copy of the essential employee's notice of expected call-up to active duty, or official call-up orders, or release/discharge from active duty
- A written explanation and financial estimate of how the call-up of the essential employee has or will result in economic injury to your business, and the steps your business is taking to alleviate the economic injury
- MREIDL Certification Form P-0002, which includes:
 - Your statement that the reservist is essential to the successful day-to-day operations of the business
 - Your certification that the essential employee will be offered the same or a similar job upon the employee's return from active duty
 - The essential employee's concurrence with your statements

ADDITIONAL INFORMATION MAY BE NECESSARY TO PROCESS YOUR APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST;

- Complete copy, including all schedules, of the most recent Federal income tax return for each principal owning 20 percent or more, each general partner or managing member, and each affiliate when any owner has more than 50 percent ownership in the affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management
- If the most recent Federal income tax return has not been filed, a year-end profit-and-loss statement and balance sheet for that tax year
- A current year-to-date profit-and-loss statement
- Additional Filing Requirements (SBA Form 1368) providing monthly sales figures for will generally be required when requesting an increase in the amount of economic injury.

NOTE: PLEASE READ, DETACH AND KEEP FOR YOUR RECORDS
STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS

To comply with legislation passed by the Congress and Executive Orders issued by the President, Federal executive agencies, including the Small Business Administration (SBA), must notify you of certain information. You can find the regulations and policies implementing these laws and Executive Orders in Title 13, Code of Federal Regulations (CFR), Chapter 1, or our Standard Operating Procedures (SOPs). In order to provide the required notices, the following is a brief summary of the various laws and Executive Orders that affect SBA's Disaster Loan Programs. A glossary of terms can be found at Disasterloan.sba.gov.

FREEDOM OF INFORMATION ACT (5 U.S.C. § 552)

This law provides, with some exceptions, that we must make records or portions of records contained in our files available to persons requesting them. This generally includes aggregate statistical information on our disaster loan programs and other information such as names of borrowers (and their officers, directors, stockholders or partners), loan amounts at maturity, the collateral pledged, and the general purpose of loans. We do not routinely make available to third parties your proprietary data without first notifying you, required by Executive Order 12600, or information that would cause competitive harm or constitute a clearly unwarranted invasion of personal privacy.

Freedom of Information Act (FOIA) requests must describe the specific records you want. For information about the FOIA, contact the Chief, FOI/PA Office, 409 3rd Street, SW, Suite 5900, Washington, DC 20416, or by e-mail at foia@sba.gov.

PRIVACY ACT (5 U.S.C. § 552a)

Anyone can request to see or get copies of any personal information that we have in your file. Any personal information in your file that is retrieved by individual identifiers, such as name or social security number is protected by the Privacy Act, which means requests for information about you may be denied unless we have your written permission to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Agreements and Certifications section of this form contains written permission for us to disclose the information resulting from this collection to state, local or private disaster relief services.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use for SBA's loan system of records is that when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use of personal information is to assist in obtaining credit bureau reports, on the Disaster Loan Applicants and guarantors for purposes of originating, servicing, and liquidating Disaster loans. See, 69 F.R. 58598, 58617 (and as amended from time to time) for additional background and other routine uses.

Under the provisions of the Privacy Act, you are not required to provide social security numbers. (But see the information under Debt Collection Act below) We use social security numbers to distinguish between people with a similar or the same name for credit decisions and for debt collection purposes. Failure to provide this number may not affect any right, benefit or privilege to which you are entitled by law, but having the number makes it easier for us to more accurately identify to whom adverse credit information applies and to keep accurate loan records.

Note: Any person concerned with the collection, use and disclosure of information, under the Privacy Act may contact the Chief, FOI/PA Office, 409 3rd Street, SW, Suite 5900, Washington, DC 20416 or by e-mail at foia@sba.gov for information about the Agency's procedures relating to the Privacy Act and the Freedom of Information Act.

DEBT COLLECTION ACT OF 1982; DEFICIT REDUCTION ACT OF 1984; DEBT COLLECTION IMPROVEMENT ACT OF 1996 & other titles (31 U.S.C. 3701 et seq.)

These laws require us to aggressively collect any delinquent loan payments and to require you to give your taxpayer identification number to us when you apply for a loan. If you receive a loan and do not make payments when they become due, we may take one or more of the following actions (this list may not be exhaustive):

- *Report the delinquency to credit reporting bureaus.
- *Offset your income tax refunds or other amounts due to you from the Federal Government.
- *Refer the account to a private collection agency or other agency operating a debt collection center.
- *Suspend or debar you from doing business with the Federal Government.
- *Refer your loan to the Department of Justice.
- *Foreclose on collateral or take other actions permitted in the loan instruments.
- *Garnish wages.
- *Sell the debt.
- *Litigate or foreclose.

RIGHT TO FINANCIAL PRIVACY ACT OF 1978 (12 U.S.C. § 3401 et seq.)

This notifies you, as required by the Right to Financial Privacy Act of 1978 (Act), of our right to access financial records held by financial institutions that were or are doing business with you or your business. This includes financial institutions participating in loans or loan guarantees.

The law provides that we may access your financial records when considering or administering Government loan or loan guaranty assistance to you. We must give a financial institution a certificate of our compliance with the Act when we first request access to your financial records. No other certification is required for later access. Our access rights continue for the term of any approved loan or loan guaranty. We do not have to give you any additional notice of our access rights during the term of the loan or loan guaranty.

We may transfer to another Government authority any financial records included in a loan application or about an approved loan or loan guaranty as necessary to process, service, liquidate, or foreclose a loan or loan guaranty. We will not permit any transfer of your financial records to another Government authority except as required or permitted by law.

Paperwork Reduction Act (44 U.S.C. Chapter 35)

We are collecting the information on this form in order to make disaster loans available to qualified small businesses. The form is designed to collect the information necessary for us to make eligibility and credit decisions in order to fund or deny loan requests. We will also use the information collected on this form to produce summary reports for program and management analysis, as required by law.

PLEASE NOTE: The estimated burden for completing this form is 2 hours. Your responses to the requested information are required in order to obtain a benefit under SBA's Disaster Business Loan Programs. However, you are not required to respond to any collection of information unless it displays a currently valid OMB approval number. If you have any questions or comments concerning any aspects of this information collection, please contact the U.S. Small Business Administration Information Branch, 409 3rd St., SW, Washington, DC 20416 and Desk Officer for SBA, Office of Management and Budget, Office of Information and Regulatory Affairs, 725 17th St., NW, Washington, DC 20503. (3245-0017) **PLEASE DO NOT SEND FORMS TO OMB.**

Policy Concerning Representatives and Their Fees

When you apply for an SBA loan, you may use an attorney, accountant, engineer, appraiser or other representative to help prepare and present the application to us. You are not required to have representation. If an application is approved, you may need an attorney to help prepare closing documents.

There are no "authorized representatives" of SBA, other than our regular salaried employees. Payment of a fee or gratuity to our employees is illegal and will subject those involved to prosecution.

SBA Regulations prohibit representatives from proposing or charging any fee for services performed in connection with your loan unless we consider the services necessary and the amount reasonable. The Regulations also prohibit charging you any commitment, bonus, broker, commission, referral or similar fee. We will not approve the payment of any bonus, brokerage fee or commission. Also, we will not approve placement or finder's fees for using or trying to use influence in the SBA loan application process.

Fees to representatives must be reasonable for services provided in connection with the application or the closing and based upon the time and effort required, the qualifications of the representative, and the nature and extent of work performed. Representatives must execute a compensation agreement.

In the appropriate section of the application, you must state the names of everyone employed by you or on your behalf. You must also notify the SBA disaster office in writing of the names and fees of any representative you employ after you file your application.

If you have any questions concerning payment of fees or reasonableness of fees, contact the Field Office where you filed or will file your application.

Occupational Safety and Health Act (29 U.S.C. 3651 et seq.)

This legislation authorizes the Occupational Safety and Health Administration (OSHA) in the Department of Labor to require businesses to modify facilities and procedures to protect employees when appropriate. If your business does not do so, you may be penalized, forced to close or prevented from starting operations in a new facility. Because of this, we may require information from you to determine whether your business complies with OSHA regulations and may continue operating after the loan is approved or disbursed. You must certify to us that OSHA requirements applying to your business have been determined and that you are, to the best of your knowledge, in compliance.



U. S. Small Business Administration DISASTER HOME / SOLE PROPRIETOR LOAN APPLICATION

OMB No. : 3245-0018
Expiration: 07/31/2021

SBA Internal Use Only:

Date Received _____ Location _____ By _____

SBA Application Number: _____ FEMA Registration Number: _____

Filing Deadline: _____ Declaration Number: _____

ARE YOU APPLYING FOR:

☐ Primary Residence

☐ Sole Proprietor - Physical Damage

☐ Sole Proprietor - Economic Injury

INFORMATION ABOUT THE APPLICANT(S)

Primary Applicant

First Name Middle Name
Last Name Suffix
Social Security Number Date of Birth
Household Size
Marital Status ☐ Married ☐ Not Married
Are you a U.S. Citizen? ☐ Yes ☐ No
Are you an SBA Employee? ☐ Yes ☐ No

Joint Applicant

First Name Middle Name
Last Name Suffix
Social Security Number Date of Birth
Marital Status ☐ Married ☐ Not Married
Are you a U.S. Citizen? ☐ Yes ☐ No
Are you an SBA Employee? ☐ Yes ☐ No

CONTACT INFORMATION

Check your preferred method of contact:

E-mail Address ☐
Cell Phone ☐
Home Phone ☐
Work Phone ☐

Closest Relative Not Living With You: Name: Phone Number:

Check your preferred method of contact:

E-mail Address ☐
Cell Phone ☐
Home Phone ☐
Work Phone ☐

DAMAGED PROPERTY ADDRESS additional damaged properties added in "additional comments" section

Address
City County State Zip
Type of Damage: ☐ Real Estate ☐ Personal Property ☐ Automobile

MAILING ADDRESS if different than the damaged property address.

Address
City County State Zip

DAMAGED PROPERTY INFORMATION

Do you own or rent this property? ☐ Own ☐ Rent

Is this property your Primary Residence? ☐ Yes ☐ No

If No, please select from the list below:

- ☐ Vacation/secondary home
☐ I own the property but a family member/friend lives in the property
☐ Rental/Business Property

INCOME INFORMATION

Primary Applicant

☐ Employed ☐ Unemployed ☐ Self Employed ☐ Retired

Total Annual Income (before deductions) \$

Employer Name

Employer Phone Number

Note: Include all reoccurring income from all sources such as employment, self-employment, part-time work, social security, retirement income, disability income, interest income, child support, alimony, etc.

Do not include one-time or non-reoccurring income.

Joint Applicant

☐ Employed ☐ Unemployed ☐ Self Employed ☐ Retired

Total Annual Income (before deductions) \$

Employer Name

Employer Phone Number

Note: Include all reoccurring income from all sources such as employment, self-employment, part-time work, social security, retirement income, disability income, interest income, child support, alimony, etc.

Do not include one-time or non-reoccurring income. Do not include items covered by Primary Applicant

DEBTS

☐ I have no debts

Mortgage Holder or Landlord's Name (Primary Residence)

Monthly Payment/Rent

Current Balance

Name

\$

\$

2nd Mortgage Holder Name (if applicable)

Monthly Payment/Rent

Current Balance

Name

\$

\$

Note: Please complete the section below if the amounts are **NOT** included in your mortgage payment:

Real Estate Taxes

Homeowner's Insurance

Condo/Townhome/HOA/Co-Op Fees

\$

per year

\$

per year

\$

per year

Other Debt including autopayments, credit cards, installment loans, student loans, etc.

Note: Only include debts that will last longer than 10 months.

Name of Creditor

Monthly Payment

Current Balance

\$

\$

\$

\$

\$

\$

INSURANCE INFORMATION

Please check all insurance in force for the damaged property:

(describe)

☐ Homeowner's

☐ Flood

☐ Automobile

☐ Renter's

☐ No Insurance

☐ Other:

Policy Type

Insurance Company Name

Policy Number

Phone Number

Amount Received

\$

\$

\$

OTHER DISASTER ASSISTANCE

Other than FEMA, have you received any grant award (i.e. city grants, county grants, state grants, etc.):

☐ Yes

☐ No

ASSETS

Pre-disaster values:

Cash, Bank Accounts and Marketable Securities (e.g. Stock & Bonds, CDs, etc.) (Not including retirement accounts)

\$

Retirement Accounts (e.g. IRAs, Keogh, TSP or other similar accounts)

\$

Personal Property (furniture, appliances, vehicles, RVs, etc.)

\$

Primary Residence

\$

All Other Real Estate (describe)

\$

DISCLOSURES

The responses below apply to the Applicant and Joint Applicant, if any. Please explain any "Yes" responses on the last page.

1. Are you delinquent on any Federal taxes, Federal loans, Federal grants, or 60 days past due on any child support obligation?

☐ Yes

☐ No

2. Are you currently a defendant in any lawsuits or have pending judgements against you?

☐ Yes

☐ No

3. Are you currently suspended or debarred from contracting with Federal government or receiving Federal grants or loans?

☐ Yes

☐ No

4. Do you have federal loans, federally guaranteed loans, or previous SBA loans?

☐ Yes

☐ No

5. Are you engaged in the production or distribution of any product that has been determined to be obscene by a court of competent jurisdiction?

☐ Yes

☐ No

6. In the past year, have you been convicted of a felony committed in connection with a riot or civil disorder?

☐ Yes

☐ No

7. Are you presently, a) subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; b) have you been arrested in the past six months for any criminal offense; c) for any criminal offense -other than a minor vehicle violation -- have you ever: 1) been convicted, 2) plead guilty, 3) plead nolo contendere, 4) been placed on pretrial diversion, or 5) been placed on any form of parole or probation (including probation before judgment)?

☐ Yes

☐ No

SBA Form 5C (05-18) Ref SOP 50 30

Page 2 of 6

REPRESENTATIVE INFORMATION

If you have paid a representative (packager, attorney, accountant, etc.) to assist you in completing the application, please complete the section below:

Name and Address of Representative:

Fee charged or agreed upon

\$

CONSENT

I authorize my insurance company, bank, financial institution, or other creditors to release to SBA all records and financial information necessary to process this application.

SBA has my permission, as required by the Privacy Act, to release any information collected in connection with this application to Federal, state, local, tribal or nonprofit organizations (e.g. Red Cross, Salvation Army, Mennonite Disaster Services, SBA Resource Partners) for the purpose of assisting me with my SBA application, evaluating my eligibility for additional disaster assistance, or notifying me of the availability of such assistance.

If my loan is approved, I may be eligible for additional funds to safeguard my property from damages similar to those caused by this disaster. Although it is not necessary for me to provide with my application, a description and cost estimate will be required prior to SBA approval of the mitigation measure.

I have received and read a copy of the "STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS" which was attached to this application.

CERTIFICATION AS TO TRUTHFUL INFORMATION: By signing this application, you certify that all information in your application and submitted with your application is true and correct to the best of your knowledge, and that you will submit truthful information in the future.

WARNING: Whoever wrongfully misapplies the proceeds of an SBA disaster loan shall be civilly liable to the Administrator in an amount equal to one-and-one half times the original principal amount of the loan under 15 U.S.C. 636(b). In addition, any false statement or misrepresentation to SBA may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines and imprisonment, or both, under 15 U.S.C. 645, 18 U.S.C. 1001, 18 U.S.C. 1014, 18 U.S.C. 1040, 18 U.S.C. 3571, and any other applicable laws; 2) treble damages and civil penalties under the False Claims Act, 31 U.S.C. 3729; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 U.S.C. 3802; and 4) suspension and/or debarment from all Federal procurement and non-procurement transactions. Statutory fines may increase if amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015.

Signature of Applicant

Date

Signature of Joint Applicant

Date

ADDITIONAL COMMENTS

U.S. Small Business Administration

DISASTER HOME LOAN APPLICATION

If you have questions about this application or problems providing the required information, please contact our Customer Service Center at 1-800-659-2955 or disastercustomerservice@sba.gov. If more space is needed for any section of this application, please attach additional sheets.

SBA will contact you by phone or Email to discuss your loan request.

FILING REQUIREMENTS

REQUIRED FOR ALL LOAN APPLICATIONS:

- Complete and sign this application form (SBA Form 5C)
- Complete and sign the Tax Information Authorization (IRS Form 4506T) enclosed with this application. This income information, obtained from the IRS, will help us determine your repayment ability. U.S. Territories that have their own taxing authority outside of the IRS may require additional form(s) in order to obtain copies of their transcripts. The exact form(s) required will be determined at the onset of the declared disaster. All other filing requirements remain the same.

WHILE NOT NECESSARY TO ACCEPT YOUR APPLICATION, YOU MAY BE REQUIRED TO SUPPLY THE FOLLOWING INFORMATION TO PROCESS THE APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST:

- If any applicant has changed employment within the past two years, provide a copy of a current (within 1 month of the application date) pay stub for all applicants
- If we need additional income information, you may be asked to provide copies of your Federal income tax returns, including all schedules

IF SBA APPROVES YOUR LOAN, WE MAY REQUIRE THE FOLLOWING ITEMS BEFORE LOAN CLOSING. WE WILL ADVISE YOU, IN WRITING, OF THE DOCUMENTS WE NEED.

- If you own your residence, a COMPLETE legible copy of the deed, including the legal description of the property
- If the damaged property is your primary residence, proof of residency at the damaged address
- If you had damage to a manufactured home, a copy of the title. If you own the lot where the home is located, a COMPLETE legible copy of the deed, including the legal description of the property
- If you have damage to an automobile or other vehicle, proof of ownership (a copy of the registration, title, bill of sale, etc.)

**NOTE: PLEASE READ, DETACH AND KEEP FOR YOUR RECORDS
STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS**

To comply with legislation passed by the Congress and Executive Orders issued by the President, Federal executive agencies, including the Small Business Administration (SBA), must notify you of certain information. You can find the regulations and policies implementing these laws and Executive Orders in Title 13, Code of Federal Regulations (CFR), Chapter 1, or our Standard Operating Procedures (SOPs). In order to provide the required notices, the following is a brief summary of the various laws and Executive Orders that affect SBA's Disaster Loan Programs. A glossary of terms can be found at [Disasterloan.SBA.GOV](https://disasterloan.sba.gov)

FREEDOM OF INFORMATION ACT (5 U.S.C. 552)

This law provides, with some exceptions, that we must make records or portions of records contained in our files available to persons requesting them. This generally includes aggregate statistical information on our disaster loan programs and other information such as names of borrowers (and their officers, directors, stockholders or partners), loan amounts at maturity, the collateral pledged, and the general purpose of loans. We do not routinely make available to third parties your proprietary data without first notifying you, as required by Executive Order #12600, or information that would cause competitive harm or constitute a clearly unwarranted invasion of personal privacy.

Freedom of Information Act (FOIA) requests must describe the specific records you want. For information about the FOIA, contact the Chief, FOI/PA Office, 409 3rd Street, SW, Suite 5900, Washington, DC 20416, or by e-mail at foia@sba.gov.

PRIVACY ACT (5 U.S.C. § 552a)

Anyone can request to see or get copies of any personal information that we have in your file. Any personal information in your file that is retrieved by individual identifiers, such as name or social security number is protected by the Privacy Act, which means requests for information about you may be denied unless we have your written permission to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Agreements and Certifications section of this form contains written permission for us to disclose the information resulting from this collection to state, local or private disaster relief services.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use for SBA's loan system of records is that when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use of personal information is to assist in obtaining credit bureau reports, on the Disaster Loan Applicants and guarantors for purposes of originating, servicing, and liquidating Disaster loans. See, 69 F.R. 58598, 58617 (and as amended from time to time) for additional background and other routine uses.

Under the provisions of the Privacy Act, you are not required to provide social security numbers. (But see the information under Debt Collection Act below) We use social security numbers to distinguish between people with a similar or the same name for credit decisions and for debt collection purposes. Failure to provide this number may not affect any right, benefit or privilege to which you are entitled by law, but having the number makes it easier for us to more accurately identify to whom adverse credit information applies and to keep accurate loan records.

Note: Any person concerned with the collection, use and disclosure of information, under the Privacy Act may contact the Chief, FOI/PA Office, 409 3rd Street, SW, Suite 5900, Washington, DC 20416 or by e-mail at foia@sba.gov for information about the Agency's procedures relating to the Privacy Act and the Freedom of Information Act.

DEBT COLLECTION ACT OF 1982; DEFICIT REDUCTION ACT OF 1984; DEBT COLLECTION IMPROVEMENT ACT OF 1996 & other titles (31 U.S.C. 3701 et seq.)

These laws require us to aggressively collect any delinquent loan payments and to require you to give your taxpayer identification number to us when you apply for a loan. If you receive a loan and do not make payments when they become due, we may take one or more of the following actions (this list may not be exhaustive):

- *Report the delinquency to credit reporting bureaus.
- *Offset your income tax refunds or other amounts due to you from the Federal Government.
- *Refer the account to a private collection agency or other agency operating a debt collection center.
- *Suspend or debar you from doing business with the Federal Government.
- *Refer your loan to the Department of Justice.
- *Foreclose on collateral or take other actions permitted in the loan instruments.
- *Garnish wages.
- *Sell the debt.
- *Litigate or foreclose.

RIGHT TO FINANCIAL PRIVACY ACT OF 1978 (12 U.S.C. § 3401 et seq.)

This notifies you, as required by the Right to Financial Privacy Act of 1978 (Act), of our right to access financial records held by financial institutions that were or are doing business with you or your business. This includes financial institutions participating in loans or loan guaranties.

The law provides that we may access your financial records when considering or administering Government loan or loan guaranty assistance to you. We must give a financial institution a certificate of our compliance with the Act when we first request access to your financial records. No other certification is required for later access. Our access rights continue for the term of any approved loan or loan guaranty. We do not have to give you any additional notice of our access rights during the term of the loan or loan guaranty.

We may transfer to another Government authority any financial records included in a loan application or about an approved loan or loan guaranty as necessary to process, service, liquidate, or foreclose a loan or loan guaranty. We will not permit any transfer of your financial records to another Government authority except as required or permitted by law.

CONSUMER CREDIT PROTECTION ACT (15 U.S.C. 1601 et seq.)

This legislation gives an applicant who is refused credit because of adverse information about the applicant's credit, reputation, character or mode of living an opportunity to refute or challenge the accuracy of such reports. Therefore, if we decline your loan in whole or in part because of adverse information in a credit report, you will be given the name and address of the reporting agency so you can seek to have that agency correct its report, if inaccurate. If we decline your loan in whole or in part because of adverse information received from a source other than a credit reporting agency, you will be given information but not the source of the report.

Within 3 days after the consummation of the transaction, any recipient of an SBA loan which is secured in whole or in part by a lien on the recipient's residence or household contents may rescind such a loan in accordance with "Regulation Z" of the Federal Reserve Board.

PLEASE NOTE: The estimated burden for completing this form is 1.25 hours. Your responses to the requested information are required in order to obtain a benefit under our Disaster Home Loan Program. However, you are not required to respond to any collection of information unless it displays a currently valid OMB approval number. If you have questions or comments concerning any aspects of this information collection, please contact the U.S. Small Business Administration Information Branch, 409 3rd Street, SW, Washington, DC 20416 and Desk Officer for SBA, Office of Management and Budget, Office of Information and Regulatory Affairs, 725 17th Street, NW, Washington, DC 20503. (3245-0018) PLEASE DO NOT SEND FORMS TO OMB.

Instructions for Completing the IRS Tax Authorization Form 4506-T

SBA requires you to complete the IRS Form 4506-T as a part of your disaster loan application submission. The form authorizes the IRS to provide federal income tax information directly to SBA. Although the form can be completed online, you must print and sign the form, then submit to SBA.

The IRS Form 4506-T must be completed and submitted with each SBA disaster loan application, even if you are not required to file a federal income tax return.

A separate IRS Form 4506-T must be returned with the SBA disaster loan application for:

- (1) each disaster loan applicant (individuals filing joint returns may use a single IRS Form 4506-T),
- (2) each corporation or partnership in which the disaster loan applicant holds a 50% or greater interest,
- (3) each individual or entity which holds a 20% or greater interest in the disaster loan applicant,
- (4) each general partner, and
- (5) each affiliate business.

Where To Send Form 4506-T (Include your full name and your Application Reference # on all correspondence submitted to the SBA.)

Submit your completed document(s) to:

Fax: 202-481-1505

or

E-mail: ELA.DOC@sba.gov

Mail to: U.S. Small Business Administration

Processing & Disbursement Center

Attn: ELA Mail Department

P.O. Box 156119

Fort Worth, TX 76155

• Fill in section 1-4, 6, 6b/c, 9, Attestation, Signature, Date and Title

- Enter the name of the individual taxpayer, or business (whichever is applicable) that was used to file the tax return in section 1a. If you file a joint tax return, include the name of the joint filer that was used to file the tax return on line 2a.
- Next, enter the taxpayer identification number, i.e. Social Security number (SSN) in section 1b. If you file a joint tax return, include the SSN for the second filer in section 2b.
- If the authorization is for a business, enter the Employer Identification Number (EIN) in section 1b.
- Enter your current address in section 3. If name is different now than on the transcript being requested, enter the current name as well.
- Enter your previous address in section 4 only if different than the current address in section 3.
- Enter the tax transcript you filed in section 6. If this request is for an individual, enter 1040. If this request is for a business, please enter the business tax return you filed for the year (not quarterly returns). Examples might be 1065, 1120, 990, 1041, etc.
- For tax form 990 or 1041 check box 6b for all others check box 6c
- If the authorization is for an individual, include the 2 most recent years a tax return was filed. If the authorization is for a business, include the most recent 3 years a tax return was filed, including the end of the fiscal year of the business. Format is MM/DD/YYYY for all authorizations.
- Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a (If you filed a joint tax return, only one filer is required to sign). You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.
- Enter the telephone number of the first, or second filer in the signature area.
- Signer Title: If the authorization is for a business, the signer must be authorized to request the tax transcript. Examples of authorized representatives of a business might be President, Secretary, Treasurer, Vice President, Chief Executive Officer, Chief Financial Officer, Owner, Managing Partner, General Partner, Limited Partner, Partner, Managing Member, or Trustee.

Disaster Request for Transcript of Tax Return	
OMB No. 1545-1872	
* Do not sign this form unless all applicable lines have been completed. * Request may be rejected if the form is incomplete or illegible. * For more information about Form 4506-T, visit www.irs.gov/form4506 .	
Tip: Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at irs.gov and click on "Get a Tax Transcript," under "Tools" or call 1-800-958-9996. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.	
1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5a If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	
U.S. Small Business Administration Office of Disaster Assistance	
5b Customer file number (if applicable) (see instructions)	
Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.	
6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request.	
a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days.	
b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days.	
c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days.	
7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days.	
8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days.	
Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.	
9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.	
Caution: Do not sign this form unless all applicable lines have been completed.	
Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note: This form must be received by IRS within 120 days of the signature date.	
<input type="checkbox"/> Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.	
Signature (see instructions)	Date
Title (if line 1a above is a corporation, partnership, estate, or trust)	Date
Spouse's signature	Date
For Privacy Act and Paperwork Reduction Act Notice, see page 2.	
Cat. No. 375670N Form 4506-T (Rev. 9-2018)	

Disaster Request for Transcript of Tax Return

OMB No. 1545-1872

- ▶ **Do not sign this form unless all applicable lines have been completed.**
- ▶ **Request may be rejected if the form is incomplete or illegible.**
- ▶ **For more information about Form 4506-T, visit www.irs.gov/form4506t.**

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5a If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	
U.S. Small Business Administration Office of Disaster Assistance	
5b Customer file number (if applicable) (see instructions)	

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days ☐

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days ☐

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days ☒

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days ☐

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days ☐

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

12 / 31 / 2018	12 / 31 / 2017	12 / 31 / 2016	/ /
----------------	----------------	----------------	-----

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

<input type="checkbox"/> Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.	Phone number of taxpayer on line 1a or 2a
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Signature (see instructions) </div> <div style="width: 45%;"> Date </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Title (if line 1a above is a corporation, partnership, estate, or trust) </div> <div style="width: 45%;"> Date </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Spouse's signature </div> <div style="width: 45%;"> Date </div> </div>	

**Sign
Here**

Date of Schedule _____

SCHEDULE OF LIABILITIES
(Notes, Mortgages and Accounts Payable)

Applicant's Name _____

Name of Creditor	Original amount	Original date	Current balance	Current or Delinquent?	Maturity date	Payment amount (Month-Year)	How secured

Signed

Title

This form is provided for your convenience in responding to filing requirements in Item 2 on the application, SBA Form 5. You may use your own form if you prefer. The information contained in this schedule is a supplement to your balance sheet and should balance to the liabilities presented on that form.



PERSONAL FINANCIAL STATEMENT DISASTER PROGRAMS

OMB APPROVAL NO. 3245-0188
EXPIRATION DATE: 03-31-2021

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

SBA uses the information required by SBA form 413D as one of a number of data sources in analyzing the repayment ability and creditworthiness of an application for an SBA disaster loan. Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant (including the assets of the owner's spouse and any minor children); and (5) any person providing a guaranty on the loan. **Return completed form to: Disaster Processing and Disbursement Center at 14925 Kingsport Road, Fort Worth, TX 76155-2243 or FAX to 1-202-481-1505.**

Name _____ Business Phone _____

Residence Address _____ Residence Phone _____

City, State, & Zip Code _____

Business Name of Applicant/Borrower _____

ASSETS		LIABILITIES	
	(Omit Cents)		(Omit Cents)
Cash on hand & in Banks	\$	Accounts Payable	\$
Savings Accounts	\$	Notes Payable to Banks and Others	\$
IRA or Other Retirement Account	\$	(Describe in Section 2)	
(Describe in Section 5)		Installment Account (Auto)	\$
Accounts & Notes Receivable	\$	Mo. Payments \$	
(Describe in Section 5)		Installment Account (Other)	\$
Life Insurance-Cash Surrender Value Only	\$	Mo. Payments \$	
(Complete Section 8)		Loan on Life Insurance	\$
Stocks and Bonds	\$	Mortgages on Real Estate	\$
(Describe in Section 3)		(Describe in Section 4)	
Real Estate	\$	Unpaid Taxes	\$
(Describe in Section 4)		(Describe in Section 6)	
Automobiles - Total Present Value	\$	Other Liabilities	\$
(Describe in Section 5, and include		(Describe in Section 7)	
Year/Make/Model)		Total Liabilities	\$
Other Personal Property	\$	Net Worth	\$
(Describe in Section 5)			
Other Assets	\$		
(Describe in Section 5)			
Total Assets	\$	Total Liabilities and Net Worth	\$

Section 1. Source of Income	Contingent Liabilities
Salary	As Endorser or Co-Maker
Net Investment Income	Legal Claims & Judgments
Real Estate Income	Provision for Federal Income Tax
Other Income (Describe below)*	Other Special Debt

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Real Estate (e.g. Primary Residence, Other Residence, Rental Property, Land, etc.)			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/ Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)**Section 6. Unpaid Taxes.** (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)**Section 7. Other Liabilities.** (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness.

CERTIFICATION: (to be completed by each person submitting the information requested on this form)

By signing this form, 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. I understand that SBA will rely on this information when making decisions regarding an application for a loan from SBA.

Signature _____

Date _____

Print Name _____

Social Security No. _____

Signature _____

Date _____

Print Name _____

Social Security No. _____

NOTICE TO LOAN APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:

Whoever wrongfully misapplies the proceeds of an SBA disaster loan shall be civilly liable to the Administrator in an amount equal to one-and-one half times the original principal amount of the loan under 15 U.S.C. 636(b). In addition, any false statement or misrepresentation to SBA may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines and imprisonment, or both, under 15 U.S.C. 645, 18 U.S.C. 1001, 18 U.S.C. 1014, 18 U.S.C. 1040, 18 U.S.C. 3571, and any other applicable laws; 2) treble damages and civil penalties under the False Claims Act, 31 U.S.C. 3729; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 U.S.C. 3802; and 4) suspension and/or debarment from all Federal procurement and non-procurement transactions. Statutory fines may increase if amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015.

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. If you have questions or comments concerning the burden estimate or any other aspect of this information collection, please contact: Director, Records Management Division, Small Business Administration, 409 Third Street, SW, Washington, D.C. 20416, and SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503.

PLEASE DO NOT SEND COMPLETED FORMS TO OMB.

PLEASE READ, DETACH, AND RETAIN FOR YOUR RECORDS

STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDER

SBA is required to withhold or limit financial assistance, to impose special conditions on approved loans, to provide special notices to applicants or borrowers and to require special reports and data from borrowers in order to comply with legislation passed by the Congress and Executive Orders issued by the President and by the provisions of various inter-agency agreements. SBA has issued regulations and procedures that implement these laws and executive orders. These are contained in Parts 112, 113, and 117 of Title 13 of the Code of Federal Regulations and in Standard Operating Procedures.

Privacy Act (5 U.S.C. 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act (the Act). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b)(a), respectively. For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's investigative files system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks; only to the extent the information is relevant to the requesting agencies' function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) -- This is notice to you as required by the Right to Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guaranty. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government guaranteed loan. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan guaranty agreement. No further notice to you of SBA's access rights is required during the term of any such agreement. The law also authorizes SBA to transfer to another Government authority any financial records included in a application for a loan, or concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Executive Order 12549, Debarment and Suspension (2 CFR 2700)

1. The prospective borrower certifies, by submission of its loan application, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the borrower is unable to certify to any of the statements in this certification, such shall attach an explanation to the application.

It can be helpful to provide a financial forecast to illustrate what the income and expenses for the business will be during the period affected by the disaster until normal operations resume. This is not required.

This optional format is provided for your convenience.

Period covered by this forecast. From

To

Net sales (receipts)	
Less cost of goods sold	
Gross profit	
Less expenses	
Officers salaries	
Employee wages	
Advertising	
Rent	
Utilities	
Interest	
Taxes	
Insurance	
Other expenses	
Total expenses	
Net profit <Loss> before income taxes	

PLEASE SUBMIT ANY ADDITIONAL NARRATIVE OR FINANCIAL INFORMATION
YOU FEEL WILL HELP ESTABLISH YOUR ECONOMIC LOSS

Please note: The estimated burden for completing this form is 1 hour. You are not required to respond to any collection of information unless it displays a current valid OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration; Chief, AIB; 409 3rd St., SW, Washington, DC 20416 and Desk Officer for the Small Business Administration; Office of Management and Budget, New Executive Office Building, Room 10202, Washington, DC 20503. OMB Approval (3245-0017). **Please do not send forms to OMB.**