Step by Step Guide for SBA Disaster Economic Injury Loan Application

- Apply online from the SBA Disaster Loan website:
  https://covid19relief.sba.gov/#/

  - SBA online application contains questions from the following SBA Form 5 – Business entity /5C – Sole Prop / P-019. It is highly recommend for you to answer or prepare these questions ahead of time before logging onto the website.

  - An option to avail the SBA Emergency Grant up to $10K will appear toward the end of the application process. If you choose to avail this option, please have your financial institution routing number and checking account number ready and on hand.

  - TIP: No save feature on the website, information will be lost if not submit all at once.
• After all information have been entered and submitted, you will receive an application number. Keep this number for reference and your record.

• Additional information might be requested upon review and vary on a case by case basis. Factors, such as loan amount requested and other factors, such as credit can determine what other information might be requested. It is highly recommended that these document to be prepared ahead of time and made available when requested.

  ▪ For the Business Entity -
    ✓ Schedule of Liabilities Form 2202 – All business Liabilities, such as accounts payable, vendor payment, Taxes payable, such as GRT, Payroll Tax, short term note payable, line of credit, long term note payable, and misc. payment to others.
    ✓ Request for Transcript of Tax Return Form 4506-T - Signed by authorized individual from the business, such as CEO, President, or VP, CFO, Managing Partner, Managing Member. For general partnership, a separate form will need to be completed for the business from each general partner.

  ▪ For individual owners or entity with 20% or more ownership -
    ✓ Personal Financial Statement Form 413 – Owner Personal Assets and Personal Liabilities
    ✓ Request for Transcript of Tax Return Form 4506-T - Signed by individual owner

  ▪ NOTE: If there are affiliations between businesses, each affiliate will need to complete one Request for Transcript of Tax Return Form 4506-T

  ▪ If anyone assisted you in preparing this loan application package and charged your business a fee, Complete SBA Form 159D Fee Disclosure Form and Compensation Agreement.
- Financial Statement and/business tax returns for the latest three years - 2019, 2018, 2017, or 2016 whichever are available and most current
- Three years Individual Income Tax Returns, 2018, 2017, and 2016 with ownership with 20% or more
- SBA Form 1368 Additional Filing Requirements Form - financial Projection of expenses your business has to pay for the next few months, rent, utilities, accounting, marketing, and many other expenses…
- Written explanation of the amount you are seeking and how it will be used. Describe obligation that you will have to pay regardless if your business has customers or not.
- Other documents, GRT Filings from previous year, other documentation pertaining to collaterals, and others.

- Other methods of submission for SBA EIDL application are as follows:
  o Email application to disasterloans@sba.gov
  o Mail application to U.S. Small Business Administration, Processing & Distribution Center, Attn: ELA Mail Department, P.O. BOX 156119, Fort Worth, TX 76155

Due to the large demand of submission, do not go onto the site until you are completely ready to submit! Standard response time for this type application is within 2-3 weeks; however, due to large amount of request, processing time could be longer.

For additional information, such as Status Update or Questions, please contact SBA Disaster Assistance Customer Service Center – Call 1-800-659-2955 or email disastercustomerservice@sba.gov
SBA Form 5
17. OWNERS

Legal Name
Title/Office
% Owned
E-mail Address
SSN/TIN
Marital Status
Date of Birth*
Place of Birth*
Telephone Number (area code)
US Citizen
Yes
Mailing Address
City
State
Zip
Local Name
Title/Office
% Owned
E-mail Address
SSN/TIN
Marital Status
Date of Birth*
Place of Birth*
Telephone Number (area code)
US Citizen
Yes
Mailing Address
City
State
Zip
* For information about these issues, see the Affidavit Statement Required by IRC 6038

Business Entity Owner
Name
EIN
Type of Business
% Ownership
Mailing Address
City
State
Zip Code
E-mail Address
Phone

18. For the applicant and each person listed in item 17, please response to the following questions, providing dates and details on any judgment or conviction:

a. Has the business or a listed owner ever been involved in a bankruptcy or insolvency proceeding? Yes No
b. Does the business or a listed owner have any outstanding judgments, tax liens, or pending lawsuits against them? Yes No
c. In the past year, has the business or a listed owner been convicted of a crime (offense committed during and in connection with a riot or civil disorder or other declared disaster, or even engaged in the production or distribution of any product or service that has been determined to be obscene by a court of competent jurisdiction)? Yes No
d. Has the business or a listed owner ever had or been charged with a Federal crime or a Federally guaranteed loan? Yes No
e. Is the business or a listed owner delinquent on any Federal taxes, direct or guaranteed Federal loans (SBA, FHA, VA student loan, etc.)? Federal contracts, Federal grants, or any child support payments? Yes 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? Yes 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? Yes No

19. Regarding the primary applicant listed in item 17:

1) Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; 2) have you been arrested in the past six months for any criminal offense; 3) for any criminal offense - other than a minor traffic violation - have you ever: 1) been convicted; 2) plead guilty; 3) pleaded no contest; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? Yes No

20. PHYSICAL DAMAGE LOANS ONLY: If your application is approved, you may be eligible for additional funds to cover the cost ofmitigating 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.

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)

(Month/Day/Year)

Unless the NO box is checked, the person below may discuss any portion of this application with the representative listed above.

NO

AGREEMENTS AND CERTIFICATIONS

On behalf of the undersigned individually and for the applicant business:
We have read and understood the agreement to the following:

1. By signing this application, you certify that the information in your application is correct and that you have signed this agreement in your capacity as an individual or as an authorized representative of the company.

2. By signing this agreement, you agree to be bound by the terms and conditions of the agreement and to comply with all applicable laws and regulations.

3. By signing this agreement, you agree to indemnify and hold harmless the applicant and its agents and employees from and against any and all claims, losses, damages, or expenses arising out of or in connection with the breach of this agreement.

4. By signing this agreement, you agree to the use of personal information for the purposes of administering the agreement.

Signature:
Date:

Page 2 of 6
Form 5C for Sole Prop

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

SBA Application Number: FEMA Registration Number: Date Received: Location: By:
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
- Social Security Number
- Date of Birth

Joint Applicant:
- First Name
- Middle Name
- Last Name
- Social Security Number
- Date of Birth

CONTACT INFORMATION
- E-mail Address
- Cell Phone
- Home Phone
- Work Phone

DAMAGED PROPERTY INFORMATION
- Damaged Property Address
- Address
- City
- State
- Zip
- Type of Damage: Real Estate, Personal Property, Automobile

MAILING ADDRESS
- Address
- City
- State
- Zip

INCOME INFORMATION

Primary Applicant:
- Employed
- Unemployed
- Self-Employed
- Retired
- Total Annual Income (before deductions): $ 

Joint Applicant:
- Employed
- Unemployed
- Self-Employed
- Self-Employed
- Total Annual Income (before deductions): $ 

Note: Include all recurring 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-recurring income. Do not include items covered by primary applicant.
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, Membrane 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. 648, 18 U.S.C. 1001, 18 U.S.C. 1014, 11 U.S.C. 1134, 18 U.S.C. 371, 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

__________________________
Depending on your business entity, entity tax form number

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.

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

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 available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-L, Form 1120-B, Form 1120-C, and Form 1120-S. 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.

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.

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.

Verification of Nonfilling, 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.

Form W-2, Form 1099 series, Form 941 series, or Form 4984 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 2012, filed in 2013, will likely be available from the IRS until 2013. If you seek 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 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.

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.
U.S. SMALL BUSINESS ADMINISTRATION
ECONOMIC INJURY DISASTER LOAN SUPPORTING INFORMATION

The U.S. Small Business Administration Economic Injury Disaster Loan provides immediate working capital to eligible applicants. For expedited loan application processing, the business must have been operating for at least one year prior to the disaster. Eligibility for this disaster Loan must consider compensated from other sources to offset the economic injury. Other sources include but are not limited to: (1) grants or other reimbursement (including loans) from government agencies or private organizations, and (2) claims for civil liability against other individuals, organizations or governmental entities.

Was the business in operation one year prior to the disaster?  □ Yes  □ No

Gross Revenues for the twelve (12) month period prior to the disaster: $  
Cost of Goods Sold for the twelve (12) month period prior to the disaster: $  
Rental properties (residential and commercial) only. Lost rents due to the disaster: $  
Compensation from other sources received as a result of the disaster (provide a brief description below) :  

$  
$  
$  

SIZE STANDARD*:  
SBA’s size standards define whether a business concern is small and, therefore, eligible for an Economic Injury Disaster Loan.

I certify all above information provided and the size of the applicant business does not exceed the size standard for the industry in which the business is primarily engaged.

__________________________
Signature and Title

__________________________
Date


ODA Form P-019 (03-2020)
**Form 2202 – Sample Document**

**SUGGESTED FORMAT**

**SCHEDULE OF LIABILITIES**
(Notes, Mortgages and Accounts Payable)

<table>
<thead>
<tr>
<th>Name of Creditor</th>
<th>Original amount</th>
<th>Original date</th>
<th>Current balance</th>
<th>Current of delinquent?</th>
<th>Maturity date</th>
<th>Payment amount (Month-Year)</th>
<th>How Secured</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX Wholesaler</td>
<td>$25,000</td>
<td>1/25/20</td>
<td>$18,900</td>
<td>Delinquent</td>
<td>3/26/20</td>
<td>$5000 month</td>
<td>Unsecured</td>
</tr>
<tr>
<td>Guam Water Authority</td>
<td>$5600</td>
<td>3/17/20</td>
<td>$4500</td>
<td>Current</td>
<td>4/10/20</td>
<td>Full PMT month</td>
<td>Unsecured</td>
</tr>
<tr>
<td>Telephone Company</td>
<td>$250</td>
<td>2/25/20</td>
<td>$250</td>
<td>Current</td>
<td>3/30/20</td>
<td>Full PMT Month</td>
<td>Unsecured</td>
</tr>
<tr>
<td>Gov of Guam-GRT</td>
<td>$15,000</td>
<td>2/20/20</td>
<td>$11,000</td>
<td>Delinquent</td>
<td>3/26/20</td>
<td>Full PMT Month</td>
<td>Unsecured</td>
</tr>
<tr>
<td>Note Payable - XXX Bank</td>
<td>$20,000</td>
<td>12/11/19</td>
<td>$20,000</td>
<td>Current</td>
<td>3/31/20</td>
<td>Full PMT Month</td>
<td>Business Asset</td>
</tr>
<tr>
<td>LT Note Payable</td>
<td>$250,000</td>
<td>4/15/15</td>
<td>$150,000</td>
<td>Current</td>
<td>4/15/25</td>
<td>$2,400 Monthly</td>
<td>Property &amp; Business Asset</td>
</tr>
<tr>
<td>Loan from Shareholders</td>
<td>$35,000</td>
<td>1/31/20</td>
<td>$35,000</td>
<td>NA</td>
<td></td>
<td>No Payment</td>
<td>NA</td>
</tr>
</tbody>
</table>

Signed

President/CEO/Managing Members/General Partner

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.

SBA Form 2202 (10-16)