



# U. S. Small Business Administration DISASTER BUSINESS LOAN APPLICATION

## Filing Requirements (Please Submit)

**For ALL Disaster Business Loans, the following requirements (1 through 4) must be submitted with your Disaster Loan Application Package.**

1. Copies of the applicant's 3 most recent Federal Income Tax Returns, including all schedules. If this is a new business that has not filed 3 Federal Tax Returns, submit the ones you have filed. Also, complete and sign the attached Tax Information Authorization (IRS Form 8821). Sole proprietors need only submit the IRS Form 8821. We will contact you if we need any additional information (i.e., forecasts, etc.).
2. A current (dated within 90 days of application) business balance sheet (you may use the attached Personal Financial Statement (SBA Form 413) if you are a sole proprietorship), a current profit and loss statement, and a current schedule of liabilities. (We attached a sample schedule of liabilities (SBA Form 2202) for your convenience.)
3. For: 1) each proprietor; or 2) each limited partner who owns 20% or more interest and each general partner; or 3) each stockholder or entity owning 20% or more of voting stock, a current (dated within 90 days of application) personal financial statement (you may use SBA Form 413 for this purpose). Entities (except sole proprietorships) must also submit a complete copy, including all schedules, of the entity's most recent Federal Income Tax Return.
4. A complete copy, including all schedules, of the latest Federal Income Tax Return for each affiliate. Affiliates include, but are not limited to business parents, subsidiaries, or other businesses with common ownership or management. An authorized individual must complete and sign the attached IRS Form 8821 for each affiliate.

### Additional requirements for **PHYSICAL DAMAGE**

1. Please prepare and have available for SBA's Loss Verifier a brief description of damage to real estate and business contents.
2. If your insurance covers all or a part of this loss (regardless of the current status of your claim), please provide the name and telephone number of your agent and/or claims adjuster. Also, include the policy number and the name of the insurance company. If available, include a copy of your proof of loss and a copy of the declaration page of your insurance policy.

### Additional requirements for **ECONOMIC INJURY**

1. Please submit the attached SBA Form 1368, Additional Filing Requirements - Economic Injury Disaster Loan (EIDL).
2. Please provide a brief explanation of the economic loss caused by the declared disaster. Include an explanation of how the loan funds would be used.

**IF SBA APPROVES YOUR LOAN, WE MAY REQUIRE ADDITIONAL INFORMATION BEFORE LOAN CLOSING. WE WILL ADVISE YOU, IN WRITING, OF WHAT DOCUMENTS WE NEED.**

***Additional requirements for Military Reservist Economic Injury (MREIDL) on back page***

## **Additional requirements for Military Reservist Economic Injury (MREIDL)**

***Military Reservist Economic Injury (MREIDL) - Waiting Period: A small business is eligible to apply for assistance during a period beginning on the date an essential employee is ordered to active duty and ending on the date 90 days after the date the essential employee is discharged or released from active duty.***

1. Please provide
  - a. A copy of the essential employee's "orders" for active duty (showing the date of call-up and date released from active duty, if known).
  - b. A statement from the business owner that the reservist is essential to the successful day-to-day operations of the business (detailing the employee's duties and responsibilities and explaining why these duties cannot be completed in the essential employee's absence).
  - c. A certification by the essential employee that he or she concurs with the statements in "b" above.
  - d. A written explanation and financial estimate of how the call-up of the essential employee for active duty has or will result in substantial economic injury to the business. (Provide monthly sales figures beginning 3 years prior to the call up and continuing through the most recent month available. You may use SBA Form 1368 for this purpose.)
  - e. A description of the steps the business is taking to alleviate the substantial economic injury.
  - f. A certification from the business owner that the essential employee will be offered the same or a similar job upon return from active duty.

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