SBA To Provide Economic Injury Disaster Loans For Coronavirus Related Economic Disruptions



U.S. Small Business Administration

Disaster Loan Application Portal (DLAP)



Loan Information

Contact Us Register Search Declarations

Apply Online

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters





Disaster Loan Application Portal

This presentation will provide guidance on how to complete an Electronic Business Application utilizing SBA Form 5 and SBA Form 5C. Before starting this process, please insure you have the filing requirements as defined in this document. These documents are required for processing an EIDL application.



Filing Requirements

Electronic Loan Application (Form 5)

Electronic Loan Application (Form 5C) Sole Proprietorship Only

Tax Authorization (Form 4506-T) 20% Owners/GP/50% Affiliate

Most recent Business Tax Return

Personal Financial Statement (Form 413) 20% Owners/GP

Schedule of Liabilities (Form 2202)



Disaster Loan Application Portal (DLAP)

DOUBLE-CLICK ON THE LINK TO ACCESS THE SITE

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





Register



Help Contact Us Register Login 🗥 Loan Information Search Declarations

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters



· If you have dial-up Internet service, you may experience delays.

· You must have cookies and JavaScript enabled.

2) Return to · You should allow pop-up messages. · You must have Adobe Reader installed. complete a

From this page

1) Begin a new

application by

application by inputting a user

clicking on

Register

started

name and password

you can:

Ger ADOBE READER:

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Small Business Administration (SBA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies, both domestic and

Notice - Terms of Use

Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SBA personnel, law enforcement personnel (including the OIG), and/or authorized officials of other agencies, both domestic and foreign. Unauthorized use of, or exceeding authorized access to, this system is prohibited and may constitute a violation of 18 U.S.C. § 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

PLEASE NOTE: Your responses to the requested information are required in order to obtain a benefit under our Disaster Loan Program. However, you are not required to respond to any collection of information unless it displays a currently valid OMB control number.



Complete Registration Information

SBA U.S. Small Business Administration	FAQs Help Contact Us Register Login # Loan Information Search Declarations Apply Online
Disaster Loan Assistan Federal Disaster Loans for Businesses, Private Nonprofits, Homeowner	
User Registration (Part 1 of 2) The registration information that you provide will be used to verify your identity correct. WAINIMG - For your security, navigating away from either of the registration is information entered. To ensure your registration is uscuessful, complete part 1 a	pages before the registration process is completed will clear out any
Personal Information	Suffix Sr. 🗸
Primary Address (Prior to the Disaster)	*Zip Code County D0174 Fairfax
Email Address [marilynddogan@gmail.com] As an additional security measure, we will be sending a separate pass code to yo	
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Cancel	Rest

On page 1 of the registration, pay close attention to the sections with an * these sections must be completed. It is important that a good email address and cell

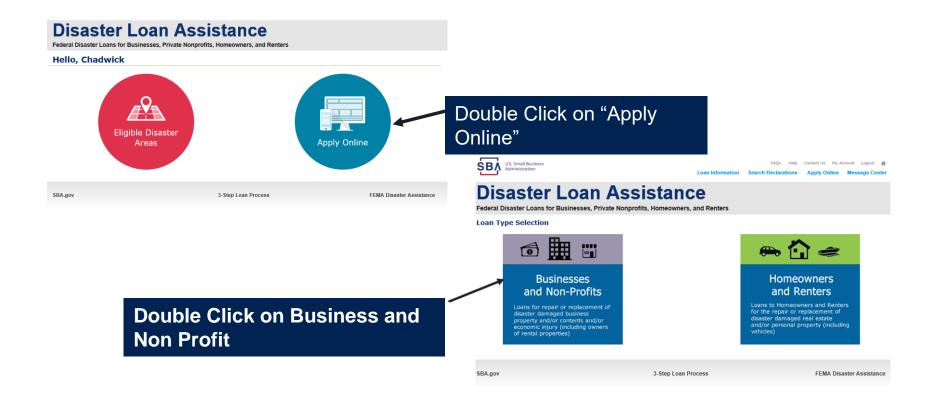
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User Data
User Name Modifiedion Use bat Heatt 6 characters)
Paraward ************ *********************
Confirm Password The Password must match
Security Question 1 "Security Answer 1 In what city and country do you want to retire? Atlanta USA
Security Question 2 "Security Answer 2 In what city did you meet your spouse/significant other? New York
Security Question 3 *Security Answer 3 In what city was the company where you first worked? V Mew Orleans
lease type the text appearing in the image below: oter if you cannot ver the image for any reason, please click on the speaker icon to hear the code. then enter the code in the box below.
Enter Code WV/JCP
Previous

To advance to the next page, go next

On page 2 of the registration you will create your unique user-name and password. When creating your security questions, make sure to use information you won't likely forget. If your password ever requires a reset, you would need this information



Apply Online





Business Type

FAQs Help Contact Us My Account Logout



Administration	Loan Information	Search Declarations	Apply Online	Message Center
Disaster Loan A Federal Disaster Loans for Businesses, Private				
Disaster Loan Application				Save
Business Losses				
 Please select the type of organization that best descr Sole-Proprietor (including individuals with income proper 				
O Corporation				
O Partnership				
 Private Non-Profit Organization (e.g. religious, charitable 	, community organizations)			
○ Limited Partnership				
○ Trust				
 Limited Liability Entity (LLC, LLP, etc.) 				
*Are you applying for: (check all that apply)				
☐ Real Property (including Leasehold Improvements)				
☐ Business Contents (Machinery & Equipment, Furniture &	k Fixtures, and Other Business /	Assets, i.e. Inventory)		
Economic Injury (EIDL)				
☐ Military Reservist Economic Injury (MREIDL)				
If you log out or close your browser now you will need to resta	art your application.			
Previous				Next

SBA Form 5 would be completed by:

- Corporations
- Partnership
- Private Non-Profit Organizations
- Limited Partnership
- Trust
- Limited Liability Entity

SBA Form 5C would be completed by: Sole Proprietorship

Once you make your selection the system will automatically direct you to the form.

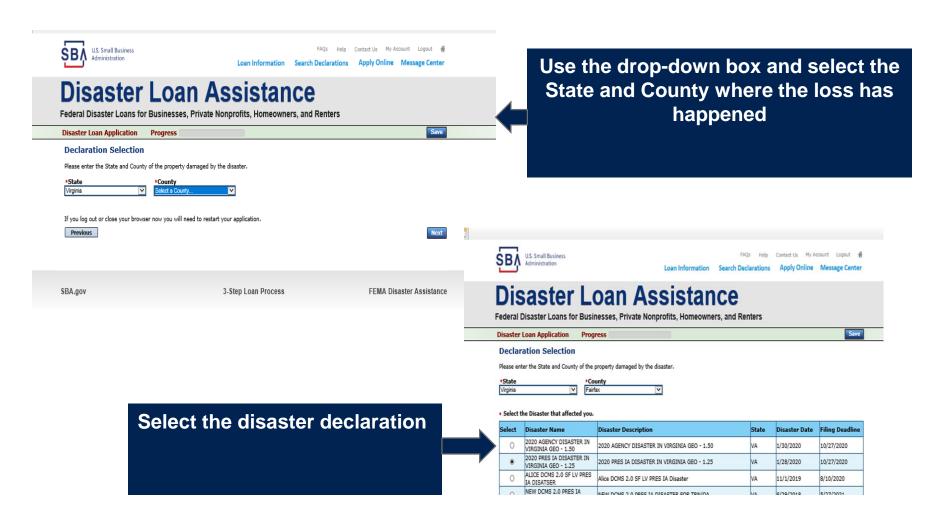
\$BA.gov

3-Step Loan Process

FEMA Disaster Assistance

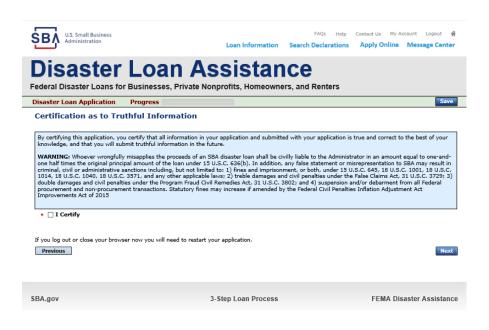


Select State / County / Disaster Declaration





Complete Certifications



Read and Electronically Agree to the Certification of Truthful Information and the Executive **Orders Document.**



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 the foliations, directors, stackholders or partners), loan amounts at maturity, the collateral pledaged, and the general purpose of leans. We do not routinely make available to third partners your proprietary data without first notifying you, required by Executive Order 12500, 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/AP Office, 409 3rd Street, SW, Suite 5900, Washington, DC 20416, or by email 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 identifies, such as name or social security number is producted by the Privacy Act, which means requests for information by you may be deried unless we have your written permission for release the information to the requestor or unless the information is subject to disclosure under the Preedom of Information Act. The Agreements and Certifications section of this form contains written permission for us to disclose the uniformation. resulting from this collection to state, local or private disaster relief services.

The Privacy Act authorises SBA to make certain "routine uses" of information protected by that Act. One such outline use for SBA's lean system of creacies is that when this information indicates a volubion or potential volution of law, whether evol, crimical, or administrative in nation SBA may refer it to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for or otherwise involved in investigation, prosecution for information to result in Obtaining and Federal SBA may refer information to result in Obtaining credit bursain propriate to make the other states of the other state minor ment or prevention or 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 Dath Collection Act below) We use social security numbers to distripusible belowing because the manner for credit clications 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 advances credit information applies and to keep accurate loan recently.

Note: Any person concerned with the collection, use and disclosure of information, under the Privacy Act may contact the Chief, FDI/PA Office, 409 3rd Street, SW, Suite 3000, Washington, DC 20416 or by e-mail at <u>fosiglisbs.gov</u> 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

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 star exflunds 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.

■ I have read the Statements Required by Laws and Executive Orders

If you log out or close your browser now you will need to restart your application.





Start Application – Form 5



FAOs Help Contact Us My Account Logout &

Loan Information Search Declarations Apply Online Message Center

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Disaster Loan Application #2000003701 Progress

Filing Requirements

The following sections are required for all loan applications. A green check mark indicates that a section has been completed. Alternate document delivery

Complete the Disaster Business Loan Application (SBA Form 5).

Disaster Business Loan Application



Complete, sign and date each Personal Financial Statement (SBA Form 413) shown below.

Personal Financial Statemen

Complete preceding section(s) first.

Complete each Schedule of Liabilities (SBA Form 2202) shown below.

Schedule of Liabilities

Complete preceding section(s) first.

Complete each Request for Transcript of Tax Return (IRS Form 4506-T) shown below

Request for Transcript of Tax Return

Complete preceding section(s) first.

Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business; an explanation

Applicant Business Federal Tax Return

Complete preceding section(s) first.

Read and accept the Truthful Information Certification

Truthful Information Certification

Complete preceding section(s) first.

Submit Application and Supporting Documents

Submit Application

Complete preceding section(s) first.

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

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 a 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 form will generally be required when requesting an increase in the amount of economic injury.

Previous

This business type for this example is an LLC.

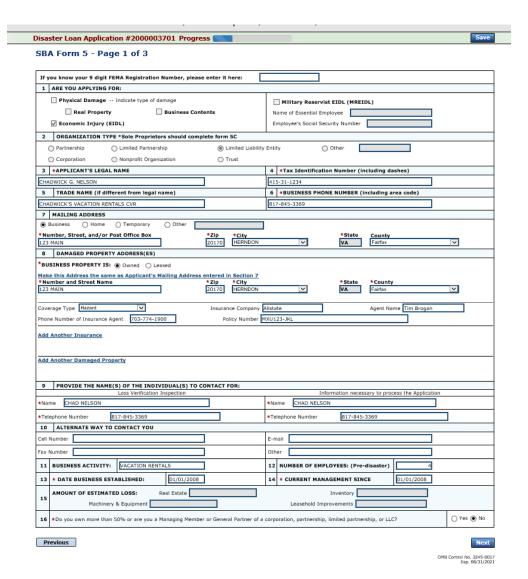
This page provides information on all the filing requirements necessary to have a successfully completed application.

> To begin depress START



Form 5 - Page 1

Fill in the information on this page as necessary, items with a red are mandatory field and you will not be able to advance to NEXT until these sections are completed.

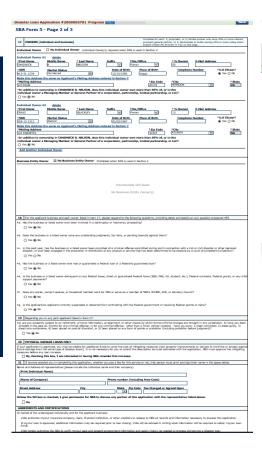




Form 5 – Pages 2 and 3

Page 2 of Form 5 allows the business owner to provide information about any Partners or Affiliate Businesses.

Note: If a business is a partnership all members must listed with the % of ownership until the combined entries equal 100%





Page 3 is used for any relevant comme nts



Filing Requirements

Disaster Loan Application #2000003701 Progress Filing Requirements The following sections are required for all loan applications. A green check mark indicates that a section has been completed. Alternate document delivery Complete the Disaster Business Loan Application (SBA Form 5). Disaster Business Loan Application Update Complete, sign and date each Personal Financial Statement (SBA Form 413) shown below. CHADWICK R NELSON Start CRAIG BLACKLEY Start Complete each Schedule of Liabilities (SBA Form 2202) shown below. CHADWICK G. NELSON Start Complete each Request for Transcript of Tax Return (IRS Form 4506-T) shown below. CHADWICK G. NELSON Start CHADWICK R NELSON Start CRAIG BLACKLEY Start Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business; an explanation if not available CHADWICK G. NELSON Start Read and accept the Truthful Information Certification. Truthful Information Certification Complete preceding section(s) first. Submit Application and Supporting Documents. Submit Application Complete preceding section(s) first.



Now that the

application is

complete, the

requirements on

this page must

be submitted /

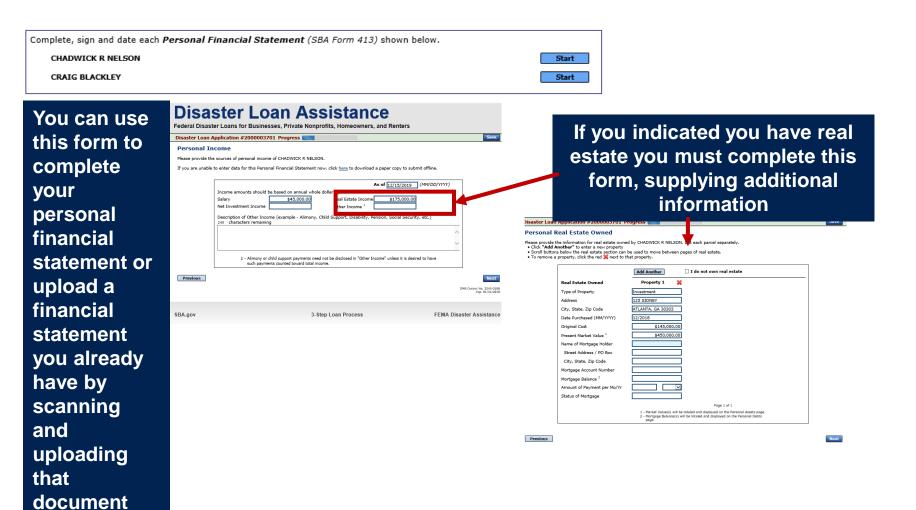
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Personal Financial Statement

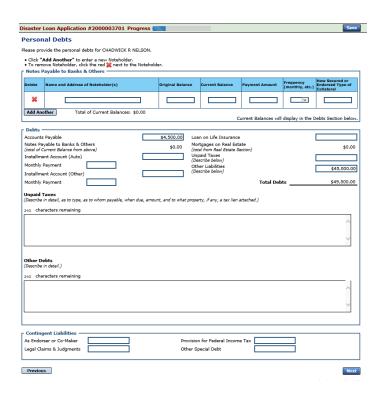




Personal Assets / Debits

The applicant and any partner would need to provide informati on on assets and debits

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Pandon	ife Insi Give face 40 cha	urani amo iracte ersoi , and	ce Held unt and ca ers remain	urren sh sur ing	der '	r value	e of police	cies - nar				Othe (Des Othe (Des	nr Personal Pro cribe below) nr Assets cribe below)	perty		Total Ass	sets	[[\$\times_{\time
Description	ife Inst Give face 40 cha	urani amo iracte ersoi , and	ce Held unt and ca ers remain	urren sh sur ing	der '	r value	e of police	cies - nar				Othe (Des Othe (Des	nr Personal Pro cribe below) nr Assets cribe below)	perty		Total Ass	sets	[[530,564.00
	ife Inst Give face 40 cha	urani amo iracte ersoi , and	ce Held unt and ca ers remain	urren sh sur ing	der '	r value	e of police	cies - nari				Othe (Des Othe (Des	nr Personal Pro cribe below) nr Assets cribe below)	perty		Total Ass	sets	[[\$30,564.00





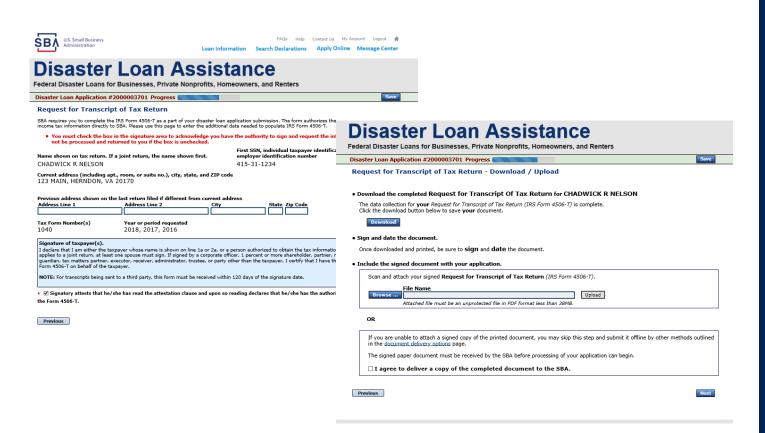
Schedule of Liabilities – SBA form 2202

Applicant would click on Schedule of Liabilities and either complete the SBA form or upload the applicant's document

SBA U.S. Small Business Administration	Loan Information	FAQs Help C	
Discretor Loop A		Search Declarations	Apply Online Message Cer
Disaster Loan A Federal Disaster Loans for Businesses, Private No			
Disaster Loan Application #2000003701 Progress			S
Schedule of Liabilities - (Notes, Mortgages	s and Accounts Pa	yable)	
This form is provided for your convenience in responding to filing prefer. The information contained in this schedule is a supplement			
If you are unable to enter data for the Schedule of Liabilities now	, click <u>here</u> to download a p	aper copy to submit offline.	
Name: CHADWICK G. NELSON Date of Schedule:			
☐ I have NO Debts			
Click "Add Another" to enter a new creditor. To remove a creditor, click the red next to the creditor. Schedule of Liabilities			
Delete Name of Creditor Original Amount (MM/YYYY)	* Current Balance Current?	Maturity Date * Payment (MM/YYYY) Amount	* Month or Year How Secured
*			
Add Another			
THE THEFT IS			
Previous			N
SBA.gov	3-Step Loan Process		FEMA Disaster Assista



Uploaded 4506T



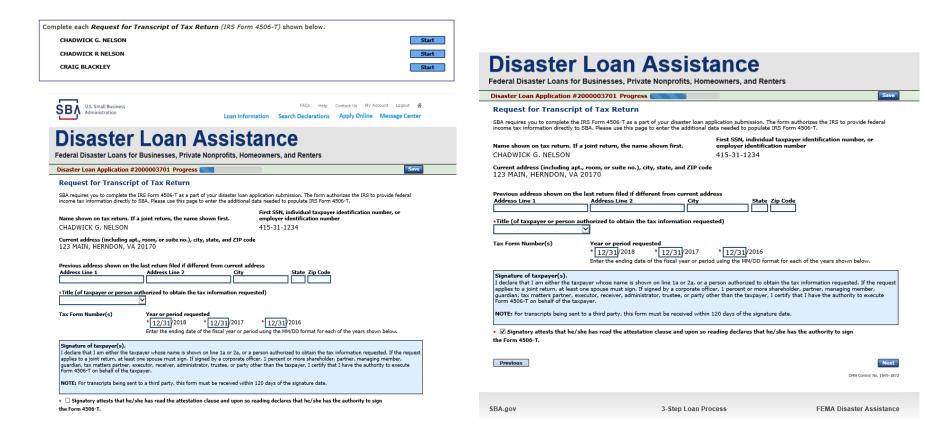
The 4506T can be uploaded once the form is printed and signed. You would need to save a copy on your desktop, once saved browse find the document and upload.

You could also opt to deliver offline



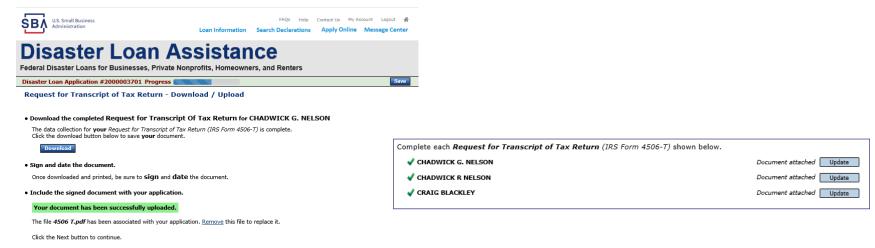
Electronically file 4506T

Each Applicant and Partner must submit a 4506T





4506T Uploaded Successful





Once the 4506 T is uploaded you will receive a message back indicating the transmittal was successful. Make sure all fields are complete. All partners must submit this form for their individual and business taxes.



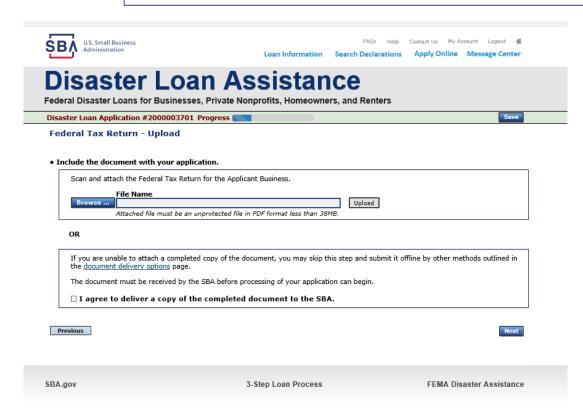
Tax Returns

To complete your application you must upload your most recent tax returns.

Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business; an explanation if not available

CHADWICK G. NELSON

Start



Taxes would be scanned and saved on the desktop. You would browse your desktop and then upload the tax returns.



Certificate as to Truthful Information

Read and accept the Truthful Information Certification. **Truthful Information Certification** Start Contact Us My Account U.S. Small Business Administration Loan Information Search Declarations Apply Online Message Center Disaster Loan Assistance Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters Disaster Loan Application #2000003701 Progress Save Certification as to Truthful Information By certifying 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-andone 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 I Certify

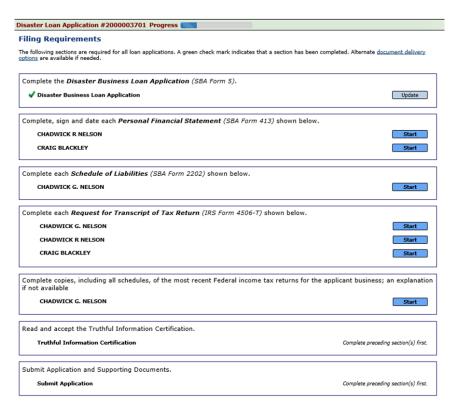


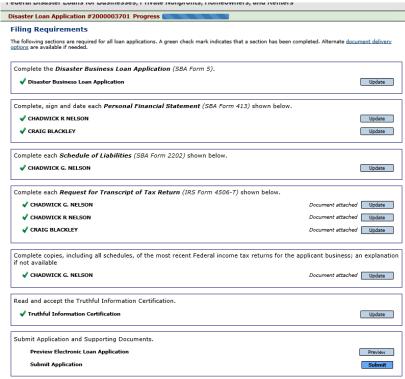
Previous

Next

Filing Requirements Complete

You can see that all filing requirements no longer say "start" what shows now is all filing requirements have been updated and the application is ready to submit







Application Successfully Submitted

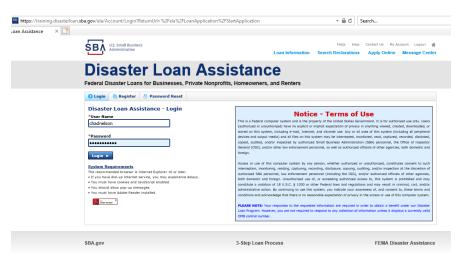


Once the application is successfully submitted you will get this page. In the right hand corner a message indicator will appear. The message confirms submittal of the application





Returning to Complete Application



Input your user-name and password to complete a started application, once in click on "Continue"





Business Losses

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Disaster Loan Application

Save

A Sole-Proprietor will use "Sole-Proprietor" and "Economic Injury (EIDL).

Business Losses

*Please select the type of organization that best describes your business. (a) Sole-Proprietor (including individuals with income properties)
○ Corporation
○ Partnership
O Private Non-Profit Organization (e.g. religious, charitable, community organizations)
○ Limited Partnership
○ Trust
○ Limited Liability Entity (LLC, LLP, etc.)
*Are you applying for: (check all that apply) Real Property (including Leasehold Improvements)
☐ Business Contents (Machinery & Equipment, Furniture & Fixtures, and Other Business Assets, i.e. Inventory)
☑ Economic Injury (EIDL)
☐ Military Reservist Economic Injury (MREIDL)
If you log out or close your browser now you will need to restart your application. Previous



Home/Personal Losses

The Loan Application will walk you though the process. Click "Save" to save the input and click "Next" to navigate to the next page.

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Disaster Loan Application



Home/Personal Property Losses

*Was the damaged property your primary residence at the time of the disaster?



 \bigcirc No

If you log out or close your browser now you will need to restart your application.

Previous





Declaration Selection

Disaster Loan Assistance Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters Disaster Loan Application Progress Save !!! ALERT !!! Please save your data by clicking the SAVE button shown in the upper right.

On the same line as the "Save" icon you also can see the "Progress" of the Disaster Loan Application.

Enter your "State" and "County"

Declaration Selection

Please enter the State and County of the property damaged by the disaster.

*State		*County	
Virginia	~	Fairfax	~
•		`	

* Select the Disaster that affected you.

Select	Disaster Name	Disaster Description	State	Disaster Date	Filing Deadline
•	2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50	2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50	VA	1/30/2020	3/30/2020
0	2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25	2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25	VA	1/28/2020	3/30/2020
0	ALICE DCMS 2.0 SF LV PRES IA DISATSER	Alice DCMS 2.0 SF LV PRES IA Disaster	VA	11/1/2019	5/13/2020
0	NEW DCMS 2.0 PRES IA DISASTER FOR TRN/QA	NEW DCMS 2.0 PRES IA DISASTER FOR TRN/QA	VA	8/29/2018	10/29/2020
0	AUGUST DCMS 2.0 PRES IA DISASTER IN VA	AUGUST DCMS 2.0 PRES IA DISASTER IN VA	VA	8/15/2018	10/15/2020
0	NEW DCMS 2.0 PRES IA DISASTER IN VA	NEW DCMS 2.0 PRES IA DISASTER IN VA	VA	7/12/2018	9/10/2020
0		FEMA SCR 14936 Testing for DCMS 2.0	VA	5/23/2018	7/23/2020
0		NEW VA DISASTER IN DCMS 2.0 T2-DEVEVINT2	VA	5/1/2018	7/2/2020
0		qtp disaster desc	VA	9/19/2006	11/20/2999

If you log out or close your browser now you will need to restart your application.

Previous





Certification and Executive Order

Read the "Warning", check "I Certify" then click "Next".

Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Disaster Loan Application Progress



Certification as to Truthful Information

By certifying 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-andone 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

I Certify

If you log out or close your browser now you will need to restart your application.

Previous



Read the information, check "I have read..." then click "Next".

Disaster Loan Application Progress

STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS

Coastal Barrier Resources Act (Public Law 97-348)

Applicants whose property has been determined by the Federal Emergency Management Agency's Flood Insurance Rate Maps (FIRM's), to be in a Coastal Barrier Resource Area (COBRA), are ineligible for SBA loan assistance due to Public Law.

The Coastal Barrier Resources Act (Public Law 97-348) prohibits Federal financial assistance to applicants located in the Coastal Barrier System. Consequently, under the provisions of the law, for those applicants in the Coastal Barrier Resource Area, SBA Disaster Assistance is prevented from making any loan for:

- (1.) replacement or repair of physical damages or,
- (2.) funds for economic injury losses or.
- (3.) funds for relocations out of the Coastal Barrier Resources Area.

If you are a vacationer, or transient staying in the area on vacation, you may have eligibility for your personal property losses. To establish this eligibility you will be asked to provide documentation of your presence in the area at the time of the disaster and to support that your stay was temporary in

REAL ESTATE REPAIRS/TEXAS HOMESTEAD LAW

If you intend to apply for any SBA funds to repair your home or family business, please carefully read and comply with the following. Texas law provides extensive protection for "homestead" property. Homestead property includes your personal residence, and, in many cases, your family business. Texas homestead law directly affects SBA, as well as other lenders, who provide funds for the repair or acquisition of homestead property.

In order for SBA to place a valid lien on homestead property, you and a contractor must: 1) sign a Mechanic's and Materialman's Lien Contract (M & M Lien), Mechanic's Lien Note and Assignment of Mechanic's Lien, before you begin your repairs, and; 2) file the signed contract for record in the County Recorder's office of the county where your property is located. If you are waiting on SBA funds to begin your repairs, SBA will prepare and include all required mechanic's lien documents with your closing papers, if and when your loan is approved.

* 🛮 I have read the Statements Required by Laws and Executive Orders.

Print

If you log out or close your browser now you will need to restart your application.

Previous





Filing Requirements

To continue with the application process click "Start" to complete SBA Form 5C.

Disaster Loan Application #2000003700 Progress

Filing Requirements

The following sections are required for all loan applications. A green check mark indicates that a section has been completed. Alternate <u>document delivery options</u> are available if needed.

Complete the Disaster Home / Sole Proprietor Loan Application (SBA Form 5C).

Disaster Home / Sole Proprietor Loan Application

Start

Complete and sign each **Request for Transcript of Tax Return** (IRS Form 4506-T) shown below. This income information, obtained from the IRS, will help us determine your repayment ability.

Request for Transcript of Tax Return

Complete preceding section(s) first.

Read and accept the Truthful Information Certification.

Truthful Information Certification

Complete preceding section(s) first.

Submit Application and Supporting Documents.

Submit Application

Complete preceding section(s) first.

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.)

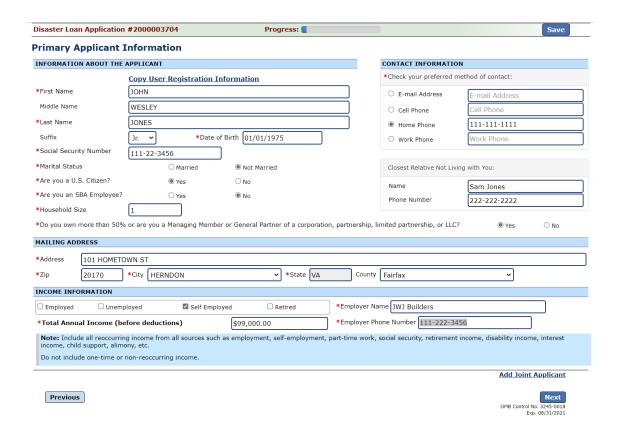
Previous

OMB Control No. 3245-0018 Exp. 07/31/2021



Completing Form 5C - Sole Proprietor Loan Application

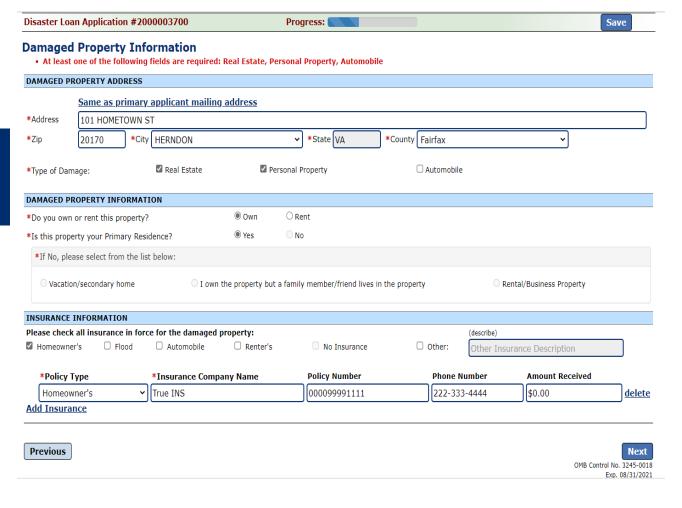
Fill in the information blocks and then hit next. Fields marked with a red asterisk is a required field.





Form 5C continued - Damaged Property Information

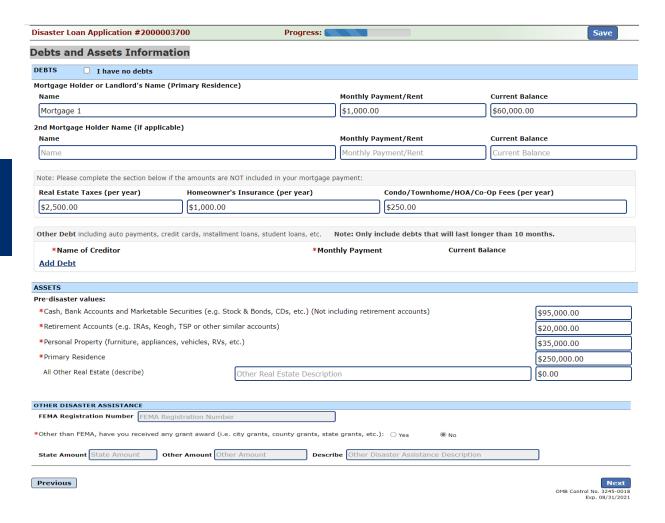
Fill in the information blocks and then hit next. Fields marked with a red asterisk is a required field.





Form 5C continued -Debts and Assets Information

Fill in the information blocks and then hit next. Fields marked with a red asterisk is a required field.

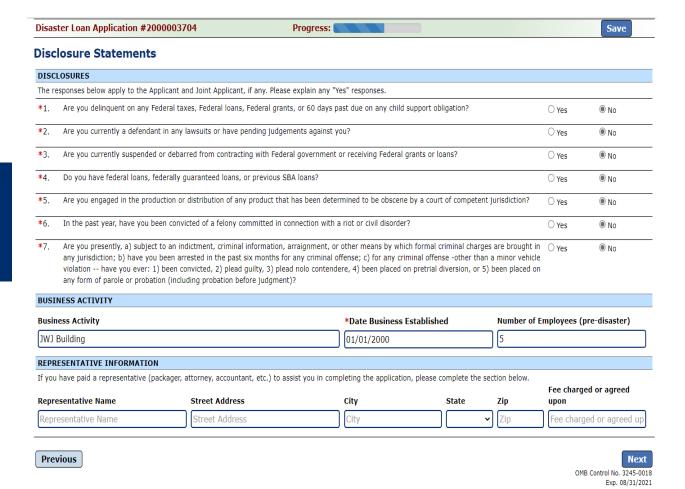




Form 5C continued - Disclosure Statements

Fill in the information as required and then hit next.

Fields marked with a red asterisk is a required field.





Form 5C continued - Consent and Additional Comments

Read the information, check "All the information..." then click "Next".

Disaster Loan Application #2000003700 Consent 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 All the information on this application and any documents provided is true to the best of my knowledge and you may rely on it to provide disaster loan assistance. All damages claimed are a direct result of the declared disaster. I understand that I could lose my benefits and could be prosecuted by the U.S. Attorney for making false statements. Reference 18 U.S.C. 1001 and / or 15 U.S.C. 645. Previous

Additional Comments are used for clarifying or additional information.

Click "Next" to continue the process.

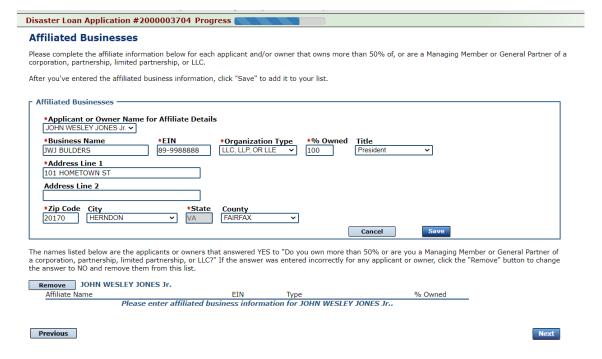




Form 5C continued - Affiliated Businesses

Fill out the Affiliated Business information then click "Save".

To continue the process click "Next".



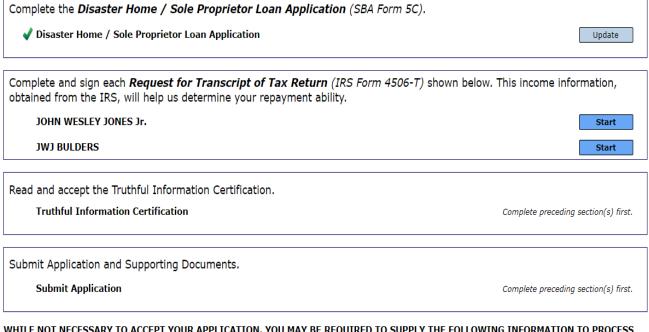


Completing IRS Form 4506-T

Filing Requirements

The following sections are required for all loan applications. A green check mark indicates that a section has been completed. Alternate <u>document delivery</u> options are available if needed.

Once you have finished the SBA Form 5C, the tax transcript information will need to be completed.



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.



Request for Transcript of Tax Return

Form 4506T can be submitted electronically, via upload or offline. If the eSign option populates click through the options until the document is successfully completed. If you upload the document you would save it on your desktop, select browse and then upload.

Disaster Loan Application #2	000003700 Progress	Save
Request for Transcript	of Tax Return	
	IRS Form 4506-T as a part of your disaster loar case use this page to enter the additional data	application submission. The form authorizes the IRS to provide federal income needed to populate IRS Form 4506-T.
Name shown on tax return. If a joint return, the name shown first. ${\sf JOHN\ W\ JONES\ Jr.}$		First SSN, individual taxpayer identification number, or employer identification number 123-45-6789
Current address (including apt. 101 HOMETOWN ST, HERN	, room, or suite no.), city, state, and ZIP c DON, VA 20170	ode
Previous address shown on the Address Line 1 Tax Form Number(s) 1040	Plast return filed if different from current a Address Line 2 City Year or period requested 2018, 2017	State Zip Code
request applies to a joint return, guardian, tax matters partner, ex Form 4506-T on behalf of the tax	at least one spouse must sign. If signed by a co ecutor, receiver, administrator, trustee, or party	a person authorized to obtain the tax information requested. If the rporate officer, 1 percent or more shareholder, partner, managing member, other than the taxpayer, I certify that I have the authority to execute hin 120 days of the signature date.
★ ☑ Signatory attests that he/ to sign the Form 4506-T.	she has read the attestation clause and up	on so reading declares that he/she has the authority
Previous		Next
		OMB Control No. 1545-1872



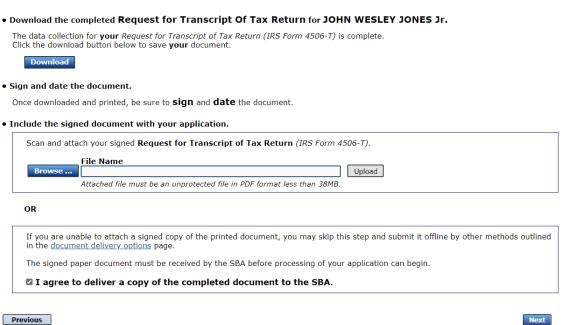
Request for Transcript of Tax Return - Download / Upload

Disaster Loan Application #2000003700 Progress

Request for Transcript of Tax Return - Download / Upload

If you chose to deliver a copy this alert will appear. And you will no longer be able to upload information. The document will have to be submitted offline.





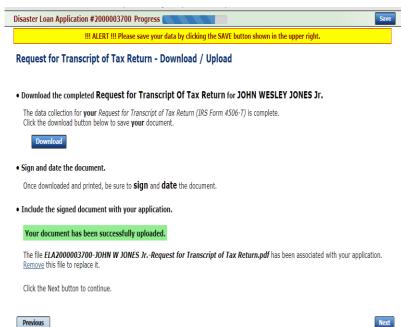


Request for Transcript of Tax Return - Download / Upload

Once you have downloaded your tax returns you can upload.



Successfully Uploaded will appear when finished. Then click "Next" to continue the process.





Filing Requirements

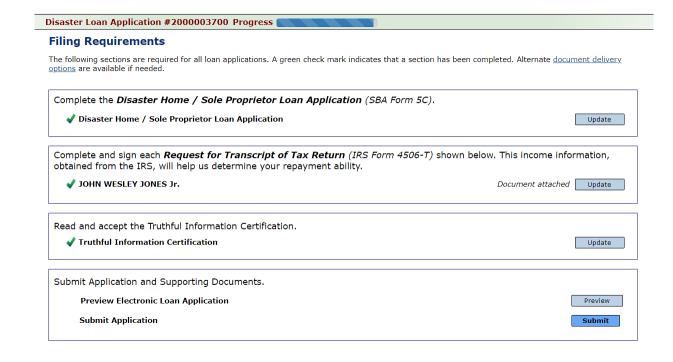
Once the tax returns are complete sign the final Truthful Information Statement.





Submit Application

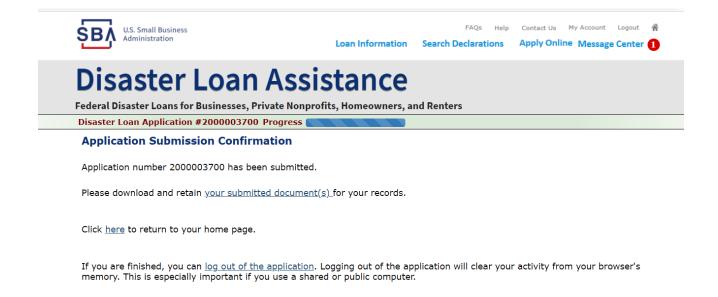
Finally you can submit your application when the "Submit" icon appears.





Application Submission Confirmation

After submission you will see that your application number has been submitted.





Message Center



FAQs Help Contact Us My Account Logout 🗥

Search Declarations

Loan Information

Apply Online Message Center 1



Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Message Center

Click on any message to view the contents. Clicking the Delete link will delete the message immediately.

Subject	Received	
SBA Application No. 2000003700 - Submit Confirmation	3/14/2020 4:11:39 PM	<u>Delete</u>

« Home Page

SBA.gov

3-Step Loan Process

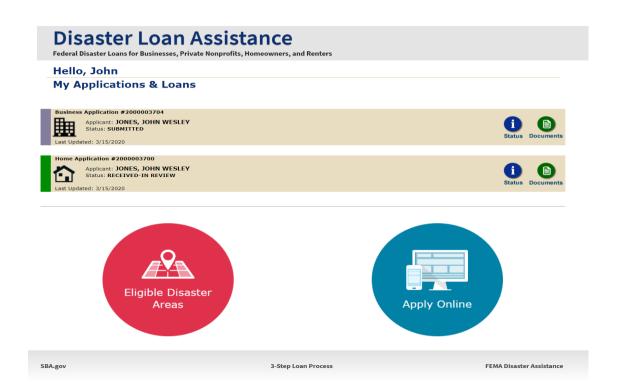
FEMA Disaster Assistance



Home Page

After competing application you automatically return to the home page.

From here you can check the status of your application by clicking the "Status" icon.





Application Status

Disaster Loan Assistance

ederal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Application Status

Current Application Status: RECEIVED-IN REVIEW

Application Number: 2000003700
Loan Type: Home

Disaster Name: VA-00485 - 2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50

Status Change Date: March 14, 2020

Status Description: We received your SBA disaster loan application and we are reviewing it to make

sure you have submitted the required documents needed to process your loan request. We will contact you if you need to submit additional information in order

to complete your loan application.

« Home Page

5BA.gov 3-Step Loan Process FEMA Disaster Assistance



Special Note

If you receive a message like the one below, depress "SAVE" so that you don't lose your information.

