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



U.S. Small Business Administration

Filing Requirements

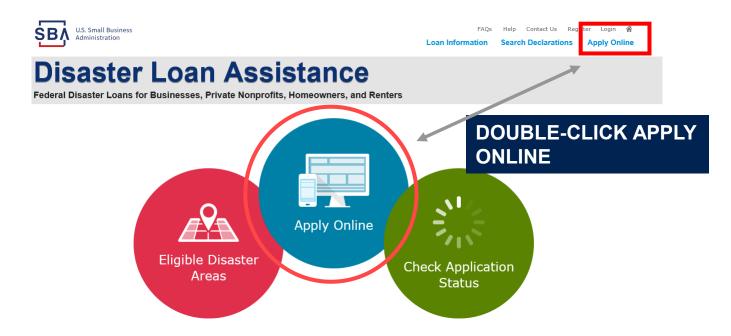
Electronic Loan Application (Form 5)
Electronic Loan Application (Form 5C) Sole Proprietorship Only
Tax Authorization (Form 4506-T) 20% Owners/GP/50% Affiliate
Most recent Business Tax Return
Personal Financial Statement (Form 413) 20% Owners/GP
Schedule of Liabilities (Form 2202)



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



System Requirements

The recommended browser is Internet Explorer 10 or later.

- · If you have dial-up Internet service, you may experience delays.
- · You must have cookies and JavaScript enabled.
- · You should allow pop-up messages.
- · You must have Adobe Reader installed.



Notice - Terms of Use

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

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.



From this page

1) Begin a new

application by

clicking on

2) Return to

complete a

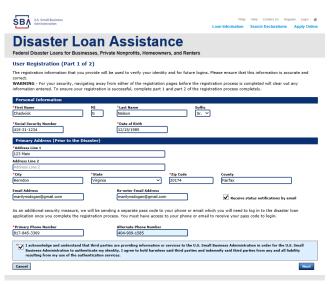
application by inputting a user

started

Register

you can:

Complete Registration Information



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 phone number are supplied.

information entered. To ensure your registration is successful, complete part 1	
User Data	
*User Name	
chadnelson	
(Must be at least 6 characters)	
*Password	
(Must be at least 8 characters and must contain at least three of the following items: one uppe number, one special character from this list: 18=\$5^4(+-=[[(\)]1:",,<>/7)	rcase letter, one lowercase letter, one
*Confirm Password	
•••••	
Your passwords 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?	New Orleans
Please type the text appearing in the image below:	
Note: If you cannot view the image for any reason, please click on the speaker	icon to hear the code.
Then enter the code in the box below.	
WWDDP ®	
*Enter Code WWJDP	
Previous	Next

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 #

FEMA Disaster Assistance



	Loan Information	Search Declarations	Apply Online	Message Center	
Disaster Loan A Federal Disaster Loans for Businesses, Priva					
Disaster Loan Application				Save	
Business Losses					
*Please select the type of organization that best de O Sole-Proprietor (including individuals with income proj					
O Corporation					
Partnership					
 Private Non-Profit Organization (e.g. religious, charita 	ble, 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	e & 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 re	estart your application.				
Previous				Next	

3-Step Loan Process

SBA Form 5 would be completed by:

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

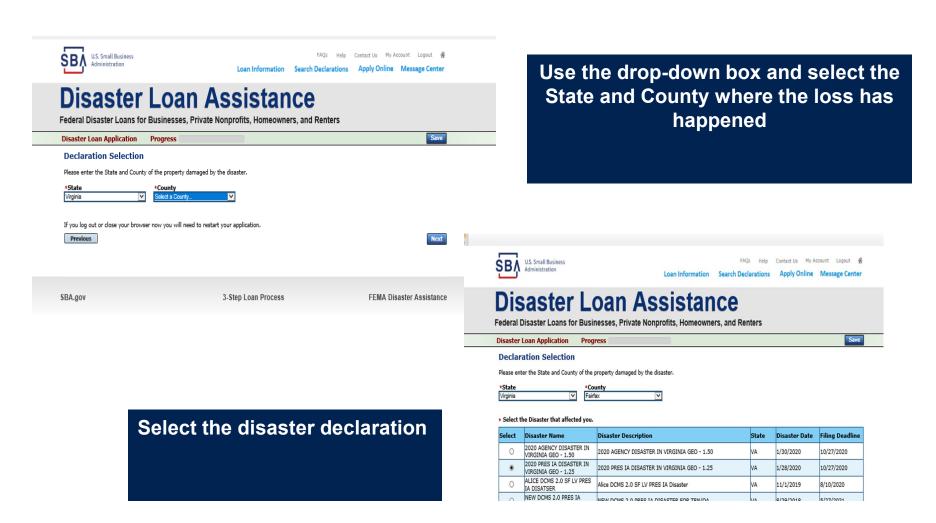
SBA Form 5C would be completed by: Sole Proprietorship

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



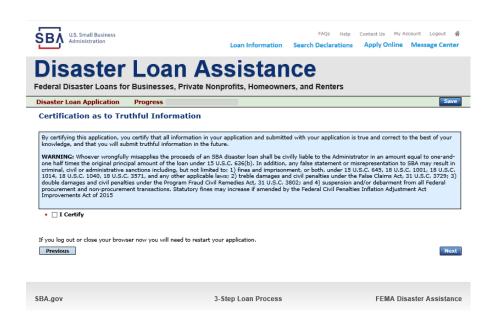
SBA.gov

Select State / County / Disaster Declaration





Complete Certifications



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



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 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 written and the preedom of Information Act. The Agreements and Certifications section of this form contains written permission for us to disclose the support of the preedom of Information Act. The Agreements and Certifications section of this form contains written permission for us to disclose the support of the preedom of Information Act. The Agreements and Certifications section of this form contains written permission for us to disclose the support of the Agreement and Certifications section of this form contains written permission for us to disclose the support of the Agreement and Certifications section of this form contains written permission for us to disclose the support of the Agreement and Certifications section of the Agreement and Certification section of the Agreement and Certification and Certification and the Agreement and Certification an 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 Statement

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.

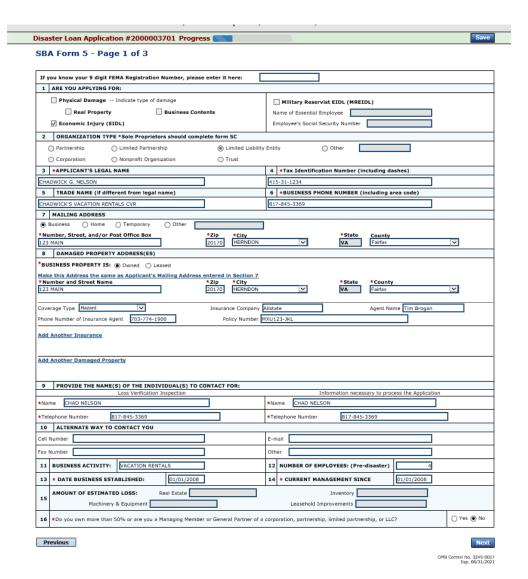
This page provides information on all the filing requirements necessary to have a successfully completed application.

> 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.

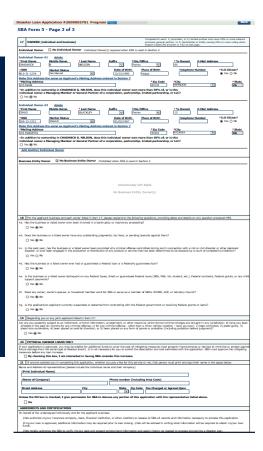




Form 5 – Pages 2 and 3

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 options are available if needed. 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 /

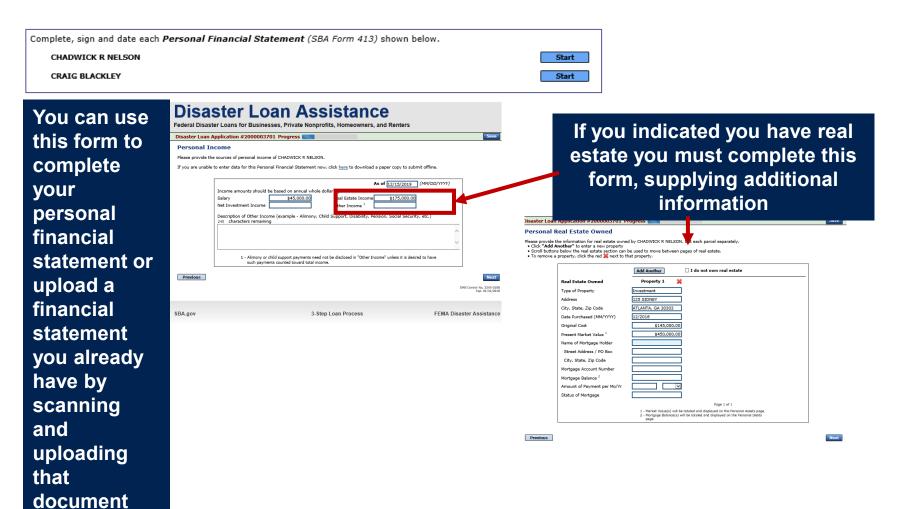
uploaded to

complete the

process.

filing

Personal Financial Statement

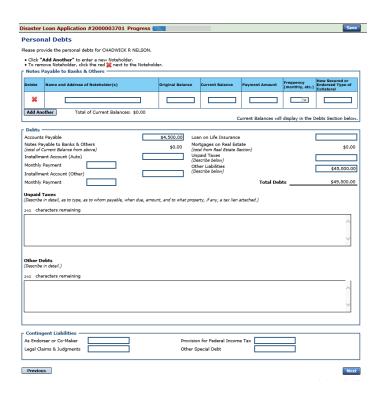




Personal Assets / Debits

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

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		Assets		· for CU	ADMITCK I	NEI SO	N.							
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Stocks	and B	onds —												
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Assets														
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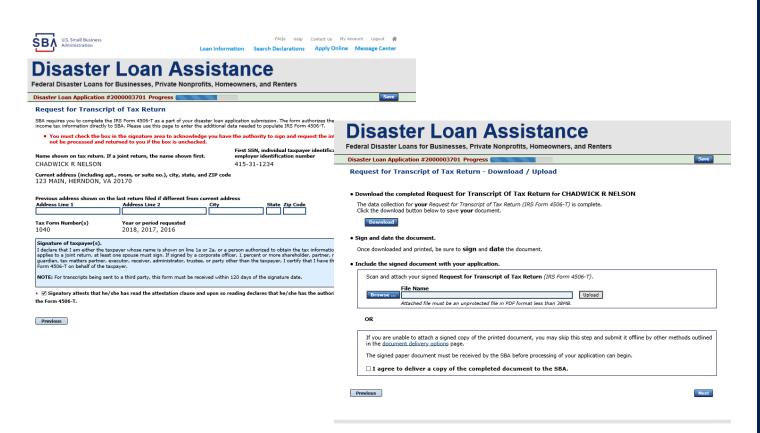
Schedule of Liabilities – SBA form 2202

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	Contact Us My Acc	ount Logout
Disaster L Federal Disaster Loans for Bu					
Disaster Loan Application #200	0003701 Progress 📰				Sav
Schedule of Liabilities -	(Notes, Mortgage	s and Accounts Pa	yable)		
This form is provided for your conveni prefer. The information contained in t					
If you are unable to enter data for the	Schedule of Liabilities now	v, click <u>here</u> to download a p	aper copy to submit offline	2.	
Name: CHADWICK G. Date of Schedule:	NELSON				
☐ I have NO Debts					
Click "Add Another" to enter a ne To remove a creditor, click the red Schedule of Liabilities					
Delete Name of Creditor Origina	ol Amount Original Date (MM/YYYY)	* Current Balance Current?	Maturity Date * Payme (MM/YYYY) Amount		How Secured
*					
Add Another				'	
					Ne
Previous					
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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

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	Disaster Loan Assistance	
	Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters	
	Disaster Loan Application #2000003701 Progress	Save
U.S. Small Business FAQs Help Contact Us My Account Logout 🐐	Request for Transcript of Tax Return	
Administration Loan Information Search Declarations Apply Online Message Center	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
Discotor Loop Assistance	income tax information directly to SBA. Please use this page to enter the additional data needed to populate IRS Form 4506-T.	to provide rederal
Disaster Loan Assistance	First SSN, individual taxpayer identification Name shown on tax return. If a joint return, the name shown first. employer identification number	n number, or
Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters	CHADWICK G. NELSON 415-31-1234	
Disaster Loan Application #2000003701 Progress Save	Current address (including apt., room, or suite no.), city, state, and ZIP code 123 MAIN. HERNDON. VA 20170	
Request for Transcript of Tax Return	123 MAIN, HENDON, VA 20170	
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. Please use this page to enter the additional data needed to populate IRS Form 4506-T.	Previous address shown on the last return filed if different from current address Address Line 1 Address Line 2 City State Zip Code	
income tax information directly to SBA. Please use this page to enter the additional data needed to populate IRS Form 4906-1. First SSN, individual taxpayer identification number, or	Address Line 1 Address Line 2 City State Zip Code	
Name shown on tax return. If a joint return, the name shown first. employer identification number	*Title (of taxpayer or person authorized to obtain the tax information requested)	
CHADWICK G. NELSON 415-31-1234	<u> </u>	
Current address (including apt., room, or suite no.), city, state, and ZIP code 123 MAIN, HERNDON, VA 20170	Tax Form Number(s) Year or period requested	
	* 12/31/2018 * 12/31/2017 * 12/31/2016 Enter the ending date of the fiscal year or period using the MM/DD format for each of the years sh	hown below.
Previous address shown on the last return filed if different from current address Address Line 1 Address Line 2 City State Zip Code	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 req	
• Title (of taxpayer or person authorized to obtain the tax information requested)	applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, manag guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the aut Form 4506-T on behalf of the taxoaver.	
Tax Form Number(s) Year or period requested 12/31/2018 12/31/2017 12/31/2016	NOTE: For transcripts being sent to a third party, this form must be received within 120 days of the signature date.	
Enter the ending date of the fiscal year or period using the MM/DD format for each of the years shown below.	• 🗹 Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to	o sign
Signature of taxpayer(s).	the Form 4506-T.	
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,	Previous	Novi
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.		CMS Control No. 1545-18
NOTE: For transcripts being sent to a third party, this form must be received within 120 days of the signature date.		TO SOUTH THE APPEAL AND
* 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.	SBA.gov 3-Step Loan Process FEMA D	Disaster Assistanc



4506T Uploaded Successful



FEMA Disaster Assistance

3-Step Loan Process

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.



\$BA.gov

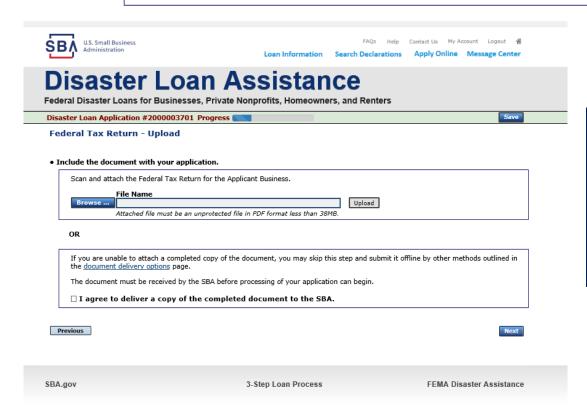
Tax Returns

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.



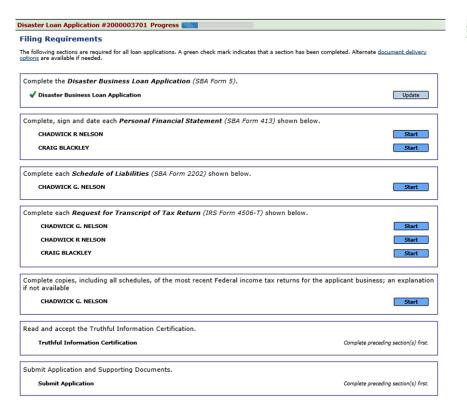
Certificate as to Truthful Information

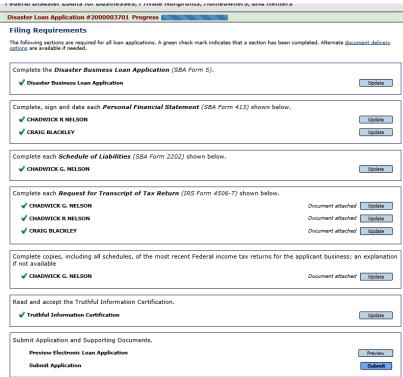
Read and accept the Truthful Information Certification. Truthful Information Certification Contact Us My Account U.S. Small Business Administration Loan Information Search Declarations Apply Online Message Center Disaster Loan Assistance Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, 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

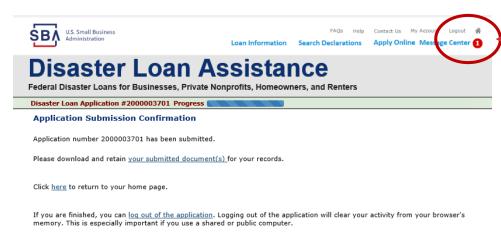
You can see that all filing requirements no longer say "start" what shows now is all filing requirements have been updated and the application is ready to submit







Application Successfully Submitted

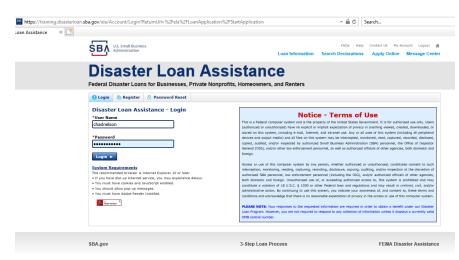


Once the application is successfully submitted you will get this page. In the right hand corner a message indicator will appear. The message confirms submittal of the application





Returning to Complete Application



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



