

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



U.S. Small Business  
Administration

# SBA's Disaster Declaration Makes Loans Available Due to the Coronavirus (COVID-19)

The U.S. Small Business Administration (SBA) is offering designated states and territories low-interest federal disaster loans for working capital to small businesses suffering substantial economic injury as a result of the Coronavirus (COVID-19).

Upon a request received from a state's or territory's Governor, SBA will issue under its own authority, as provided by the Coronavirus Preparedness and Response Supplement Appropriations Act that was recently signed by the President, an Economic Injury Disaster Loan declaration.



*Administrator Jovita Carranza*

# SBA's Programs and Services

- Counseling → Business Training & Education
  - SCORE, MSBDC & CWE
- Capital → Access to Government Guaranties
  - Microloans/Community Advantage
  - 7(a)/Express, 504 Loan Programs
  - Surety Bond Guaranty Program
- Contracting → Selling to the U.S. Government
  - 8(a) Business Development & HUBZone Certification
- Disaster Assistance
  - Physical Damage & Economic Injury Loans

# SBA's Economic Injury Disaster Loan Basics

## What businesses are eligible to apply?

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

## This includes:

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

# SBA's Economic Injury Disaster Loan Basics

## What is the criteria for a loan approval?

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

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

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



# SBA's Economic Injury Disaster Loan Terms

## How much can I borrow?

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

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

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

## How can I use the loan funds?

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

# Economic Injury Disaster Loan Terms



## What are the collateral requirements?

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

# SBA's Economic Injury Disaster Loan Basics

## What kinds of small businesses can apply?

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



## What other criteria is involved?

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



# SBA's Working Capital Loans are Different from regular SBA Loans

SBA's Economic Injury Disaster Loan (EIDLs) funds come directly from the U.S. Treasury.

Applicants **do not** go through a bank to apply. Instead apply directly to SBA's Disaster Assistance Program at: [DisasterLoan.sba.gov](https://DisasterLoan.sba.gov)

There is no cost to apply.

There is no obligation to take the loan if offered.

The maximum unsecured loan amount is \$25,000.

Applicants can have an existing SBA Disaster Loan and still qualify for an EIDL for this disaster, but the loans cannot be consolidated.

# Basic Filing Requirements

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

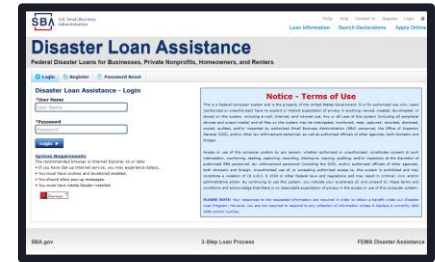
Other Information may also be requested.

*\*Although a paper application and forms are acceptable, filing electronically is easier, faster and more accurate.*

The image shows the front page of the SBA Form 5, 'U.S. Small Business Administration Disaster Business Loan Application'. The form is divided into several numbered sections:

- Section 1: ARE YOU APPLYING FOR:** Includes checkboxes for Physical Damage (Real Property, Business Contents, Economic Injury (EIDL)), Military Reservist EIDL (MREIDL), and Economic Injury (EIDL).
- Section 2: ORGANIZATION TYPE:** Includes checkboxes for Partnership, Limited Partnership, Limited Liability Entity, Corporation, Nonprofit Organization, and Other.
- Section 3: APPLICANT'S LEGAL NAME:** Includes a field for the name and a checkbox for 'FEDERAL E.I.N. (if applicable)'.
- Section 4: TRADE NAME (if different from legal name):** Includes a field for the trade name.
- Section 5: BUSINESS PHONE NUMBER (including area code):** Includes a field for the phone number.
- Section 6: MAILING ADDRESS:** Includes fields for Number, Street, and/or Post Office Box, City, State, and Zip.
- Section 7: DAMAGED PROPERTY ADDRESSES (BUSINESS PROPERTY IS):** Includes fields for Number and Street Name, City, State, and Zip, with checkboxes for 'Same as mailing address', 'Owned', and 'Leased'.
- Section 8: PROVIDE THE NAME(S) OF THE INDIVIDUAL(S) TO CONTACT FOR:** Includes fields for Name, Telephone Number, and Information necessary to process the Application.
- Section 9: ALTERNATE WAY TO CONTACT YOU:** Includes checkboxes for Cell Number, E-mail, Fax Number, and Other.
- Section 10: BUSINESS ACTIVITY:** Includes a field for the business activity.
- Section 11: DATE BUSINESS ESTABLISHED:** Includes a field for the date.
- Section 12: NUMBER OF EMPLOYEES (pre-disaster):** Includes a field for the number of employees.
- Section 13: AMOUNT OF ESTIMATED LOSS:** Includes checkboxes for Real Estate, Machinery & Equipment, Inventory, and Leasehold Improvements.
- Section 14: CURRENT MANAGEMENT SINCE:** Includes a field for the date.
- Section 15: INSURANCE COVERAGE (IF ANY):** Includes fields for Name of Insurance Company and Agent, Coverage Type, and Phone Number of Insurance Agent.

# Additional Filing Requirements



## Other information that may be requested:

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

# Ineligible Entities

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

- Agricultural Enterprises -If the primary activity of the business (including its affiliates) is as defined in Section 18(b)(1) of the Small Business Act, neither the business nor its affiliates are eligible for EIDL assistance.
- Religious Organizations
- Charitable Organizations
- Gambling Concerns (Ex: Concerns that derive more than 1/3 of their annual gross revenue from legal gambling activities)
- Casinos & Racetracks (Ex: Businesses whose purpose for being is gambling (e.g., casinos, racetracks, poker parlors, etc.) are not eligible for EIDL assistance regardless of 1/3 criteria above.



# How to Apply

**SBA's Customer Service Representatives are ready to serve.**

- Applicants may apply online using the Electronic Loan Application (ELA) via SBA's secure website at <https://disasterloan.sba.gov/ela>.
- Paper loan applications can be downloaded from [www.sba.gov/disaster](http://www.sba.gov/disaster)  
Completed applications should be mailed to:  
U.S. Small Business Administration  
Processing and Disbursement Center  
14925 Kingsport Road  
Fort Worth, TX 76155
- Disaster loan information and application forms may also be obtained by calling the SBA's Customer Service Center at 800-659-2955 (800-877-8339 for the deaf and hard-of-hearing) or by sending an email to [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov).

# Assistance From SBA Partners

Free assistance with reconstructing financial records, preparing financial statements and submitting the loan application is available from any of SBA's partners: Small Business Development Centers (SBDCs), SCORE, Women's Business Centers (WBC), and Veteran's Business Outreach Centers and local Chambers of Commerce.

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

Today's Guests:

- ❖ Kate Strauchon – Co-chair w/SCORE Boston Chapter
- ❖ Nancy Gerardi – Director of MSBDC, NE Region
- ❖ Michelle Miller – Director of CWE, Central Mass

# SBA's Resource Partners - SCORE



FOR THE LIFE OF YOUR BUSINESS



## Experienced Volunteers Offering:

- Expert business counseling
- Marketing advice
- Business plan preparation
- Loan application assistance
- Online or in person counseling
- **FREE AND CONFIDENTIAL**

## Contact SCORE:

Boston.....617-565-5591

[www.boston.score.org](http://www.boston.score.org)

Cape Cod ..... 508-775-4884

[www.capecod.score.org](http://www.capecod.score.org)

Northeastern MA ...978-927-2282

[www.scorenemass.org](http://www.scorenemass.org)

Southeastern MA....508-587-2673

[www.sema.score.org](http://www.sema.score.org)

Western MA .....413-785-0314

[www.westernmassachusetts.score.org](http://www.westernmassachusetts.score.org)

Worcester ..... 508-753-2929

[www.worcester.score.org](http://www.worcester.score.org)

# SBA's Resource Partners - MSBDC



## Contact the MSBDC:

Pittsfield 413-499-0933  
Worcester 508-793-7615  
Salem 978-542-6343  
Fall River 508-673-9783  
Springfield 413-737-6712  
Govt. Contracting 413-737-6712 x 105  
Export Help 617-973-8664

## MSBDC: [www.msfdc.org](http://www.msfdc.org)

Paid advisors across the state in 6 regional centers.

- ✓ Free and Confidential
- ✓ Business plan and loan application assistance
- ✓ Combines resources of SBA, local government, private sector and academia
- ✓ Export and government contracting assistance.
- ✓ Typically located at colleges and universities:  
U-Mass Amherst and Boston, Salem State  
and Clark University



# SBA's Resource Partners - CWE



Center for Women & Enterprise  
Your Vision. Our Mission.

## Centers in Boston and Worcester provide:

- Classes on how to write a business plan
- Support in launching your business
- Networking with other business owners
- 2-hour topic-specific workshops
- One-on-one legal and business consulting
- Classes to support you in your job search



**Boston:** ..... (617) 536-0700


**Westborough:** ..... (508) 363-2300

# Submit Your Application As Soon As Possible

- ❑ Recheck the filing requirements to ensure that all the needed information is submitted.
- ❑ The biggest reason for delays in processing is due to missing information. Make sure to complete all filing requirements before submitting the application and forms.
- ❑ If more funds are needed, applicants can submit supporting documents and a request for an increase. If less funds are needed, applicants can request a reduction in the loan amount.
- ❑ If the loan request is denied, the applicant will be given up to six months in which to provide new information and submit a written request for reconsideration.

# Disaster Loan Application Portal (DLAP)



[FAQs](#) [Help](#) [Contact Us](#) [Register](#) [Login](#) 

[Loan Information](#) [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 and EIDL application.

# Disaster Loan Application Portal (DLAP)

DOUBLE-CLICK ON THE LINK TO ACCESS THE SITE

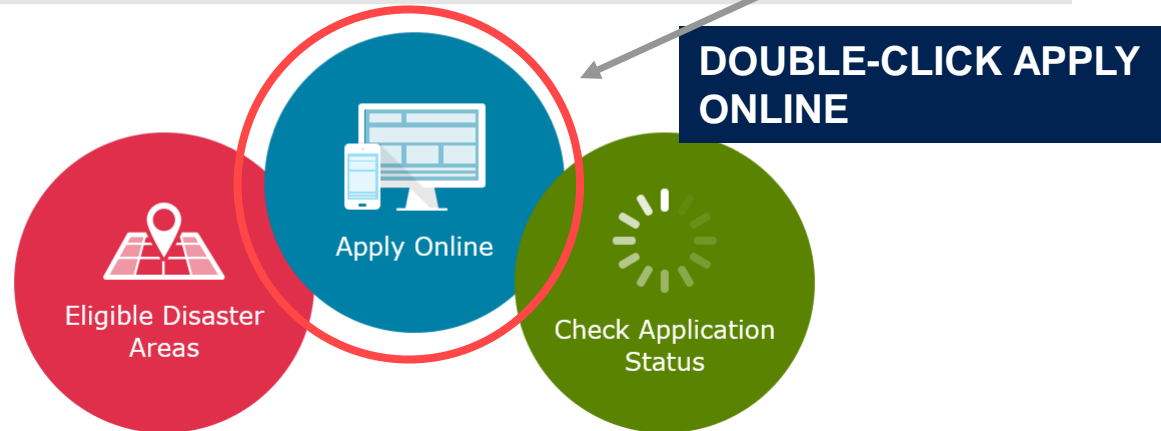
<https://disasterloan.sba.gov/ela/>



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## Disaster Loan Assistance

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



# Register

## Disaster Loan Assistance

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

[Login](#) [Register](#) [Password Reset](#)

### Disaster Loan Assistance - Login

\*User Name

\*Password

[Login](#)

#### 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 foreign.

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 you can:

1) Begin a new application by clicking on Register

2) Return to complete a started application by inputting a user name and password

# Complete Registration Information

**SBA** U.S. Small Business Administration

FAQ Help Contact Us Register Login

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## Disaster Loan Assistance

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

### User Registration (Part 1 of 2)

The registration information that you provide will be used to verify your identity and for future logins. Please ensure that this information is accurate and correct.

**WARNING** - For your security, navigating away from either of the registration pages before the registration process is completed will clear out any information entered. To ensure your registration is successful, complete part 1 and part 2 of the registration process completely.

#### Personal Information

\*First Name  MI  \*Last Name  Suffix

\*Social Security Number  \*Date of Birth

#### Primary Address (Prior to the Disaster)

\*Address Line 1

Address Line 2

\*City  \*State  \*Zip Code  County

Email Address  Re-enter Email Address   Receive status notifications by email

As an additional security measure, we will be sending a separate pass code to your phone or email which you will need to log in to the disaster loan application once you complete the registration process. You must have access to your phone or email to receive your pass code to login.

\*Primary Phone Number  Alternate Phone Number

I acknowledge and understand that third parties are providing information or services to the U.S. Small Business Administration in order for the U.S. Small Business Administration to authenticate my identity. I agree to hold harmless said third parties and indemnify said third parties from any and all liability resulting from my use of the authentication services.

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

**WARNING** - For your security, navigating away from either of the registration pages before the registration process is completed will clear out any information entered. To ensure your registration is successful, complete part 1 and part 2 of the registration process completely.

#### User Data

\*User Name   
(Must be at least 6 characters)

\*Password   
(Must be at least 8 characters and must contain at least three of the following items: one uppercase letter, one lowercase letter, one number, one special character from this list: !@#\$%^&\*()\_+-=[\]{}|;':",<.>/?)


\*Confirm Password   
Your passwords must match

\*Security Question 1

\*Security Question 2

\*Security Question 3

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.



\*Enter Code

To advance to the next page, go next

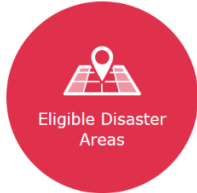
On page 2 of the registration you will create your unique user-name and password. When creating your security questions, make sure to use information you won't likely forget. If your password ever requires a reset, you would need this information

# Apply Online

## Disaster Loan Assistance

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

Hello, Chadwick



Eligible Disaster Areas



Apply Online

Double Click on "Apply Online"

SBA.gov

3-Step Loan Process

FEMA Disaster Assistance



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## Disaster Loan Assistance

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

### Loan Type Selection

An icon representing businesses and non-profits, showing a stack of money, a building, and a storefront.

**Businesses and Non-Profits**

Loans for repair or replacement of disaster damaged business, property and/or contents and/or economic injury (including owners of rental properties)

An icon representing homeowners and renters, showing a car, a house, and a boat.

**Homeowners and Renters**

Loans to Homeowners and Renters for the repair or replacement of disaster damaged real estate and/or personal property (including vehicles)

Double Click on Business and Non Profit

SBA.gov

3-Step Loan Process

FEMA Disaster Assistance



# Business Type



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## Disaster Loan Assistance

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

Disaster Loan Application

Save

### Business Losses

\*Please select the type of organization that best describes your business.

- Sole-Proprietor *(including individuals with income properties)*
- Corporation
- 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 & 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.

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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

3-Step Loan Process

FEMA Disaster Assistance

# Declaration Selection

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

Enter your “State” and “County”

## Disaster Loan Assistance

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

Disaster Loan Application Progress

Save

### Declaration Selection

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

\* State  \* County

\* Select the Disaster that affected you.

Select	Disaster Name	Disaster Description	State	Disaster Date	Filing Deadline
<input type="radio"/>	CORONAVIRUS (COVID-19)	Coronavirus (COVID-19)	MA	1/31/2020	12/16/2020
<input type="radio"/>	CORONAVIRUS (COVID-19)	Coronavirus (COVID-19)	MA	1/31/2020	12/18/2020
<input type="radio"/>	CORONAVIRUS (COVID-19)	Coronavirus (COVID-19)	MA	1/31/2020	12/18/2020
<input type="radio"/>	CORONAVIRUS (COVID-19)	Coronavirus (COVID-19)	MA	1/31/2020	12/17/2020
<input type="radio"/>	EXTREME COLD, TEMPERATURE FLUCTUATIONS, WINTERKILL	Extreme Cold, Temperature Fluctuations, Winterkill	MA	12/1/2018	8/17/2020

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

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# Select State /County / Disaster Declaration

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 Progress Save

### Declaration Selection

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

\*State: Virginia  
 \*County: Select a County...

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

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Use the drop-down box and select the State and County where the loss has happened

SBA.gov      3-Step Loan Process      FEMA Disaster Assistance

Select the disaster declaration

U.S. Small Business Administration

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## Disaster Loan Assistance

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

Disaster Loan Application Progress Save

### Declaration Selection

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

\*State: Virginia      \*County: Fairfax

\* Select the Disaster that affected you.

Select	Disaster Name	Disaster Description	State	Disaster Date	Filing Deadline
<input type="radio"/>	2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50	2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50	VA	1/30/2020	10/27/2020
<input checked="" type="radio"/>	2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25	2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25	VA	1/28/2020	10/27/2020
<input type="radio"/>	ALICE DCMS 2.0 SF LV PRES IA DISASTER	Alice DCMS 2.0 SF LV PRES IA Disaster	VA	11/1/2019	8/10/2020
<input type="radio"/>	NEW DCMS 2.0 PRES IA	NEW DCMS 2.0 PRES IA DISASTER FOR TENNIA	VA	8/29/2019	4/27/2021

# Certificate as to Truthful Information

Read and accept the Truthful Information Certification.

Truthful Information Certification

Start



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

\*  I Certify

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# Certification and Executive Orders

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## Disaster Loan Assistance

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

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

I Certify

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

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SBA.gov

3-Step Loan Process

FEMA Disaster Assistance

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

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## Disaster Loan Assistance

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

[Disaster Loan Application](#) [Progress](#)

### STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS

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

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

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

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

#### PRIVACY ACT (5 U.S.C. § 552a)

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

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use for SBA's loan system of records is that when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use of personal information is to assist in obtaining credit bureau reports, on the Disaster Loan Applicants and guarantors for purposes of originating, servicing, and liquidating Disaster loans. See, 69 F.R. 38598, 38617 (and as amended from time to time) for additional background and other routine uses.

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

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

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

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

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

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.

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OMB Control No. 3245-0017  
Exp. 09/31/2011

# Start Application – Form 5



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[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 options](#) are available if needed.

Complete the <b>Disaster Business Loan Application</b> (SBA Form 5). <b>Disaster Business Loan Application</b>	<a href="#">Start</a>
Complete, sign and date each <b>Personal Financial Statement</b> (SBA Form 413) shown below. <b>Personal Financial Statement</b>	<i>Complete preceding section(s) first.</i>
Complete each <b>Schedule of Liabilities</b> (SBA Form 2202) shown below. <b>Schedule of Liabilities</b>	<i>Complete preceding section(s) first.</i>
Complete each <b>Request for Transcript of Tax Return</b> (IRS Form 4506-T) shown below. <b>Request for Transcript of Tax Return</b>	<i>Complete preceding section(s) first.</i>
Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business; an explanation if not available <b>Applicant Business Federal Tax Return</b>	<i>Complete preceding section(s) first.</i>
Read and accept the Truthful Information Certification. <b>Truthful Information Certification</b>	<i>Complete preceding section(s) first.</i>
Submit Application and Supporting Documents. <b>Submit Application</b>	<i>Complete preceding section(s) first.</i>

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

Complete copy, including all schedules, of the most recent Federal income tax return for each principal owning 20 percent or more, each general partner or managing member, and each affiliate when any owner has more than 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.

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OMB Control No. 3208-0017  
Exp. 06/31/2021

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.

SBA Form 5 - Page 1 of 3

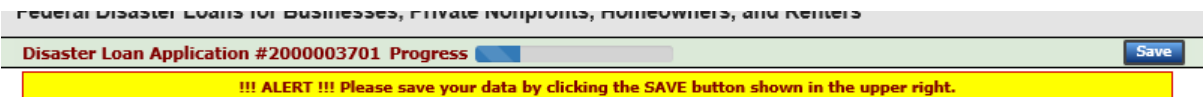
If you know your 9 digit FEMA Registration Number, please enter it here: <input type="text"/>	
<b>1 ARE YOU APPLYING FOR:</b>	
<input type="checkbox"/> Physical Damage -- Indicate type of damage <input type="checkbox"/> Real Property <input type="checkbox"/> Business Contents <input checked="" type="checkbox"/> Economic Injury (EIDL)	<input type="checkbox"/> Military Reservist EIDL (MREIDL) Name of Essential Employee <input type="text"/> Employee's Social Security Number <input type="text"/>
<b>2 ORGANIZATION TYPE *Sole Proprietors should complete form 5C</b>	
<input type="radio"/> Partnership <input type="radio"/> Limited Partnership <input checked="" type="radio"/> Limited Liability Entity <input type="radio"/> Other <input type="text"/> <input type="radio"/> Corporation <input type="radio"/> Nonprofit Organization <input type="radio"/> Trust	
<b>3 *APPLICANT'S LEGAL NAME</b>	<b>4 *Tax Identification Number (including dashes)</b>
CHADWICK G. NELSON	415-31-1234
<b>5 TRADE NAME (if different from legal name)</b>	<b>6 *BUSINESS PHONE NUMBER (including area code)</b>
CHADWICK'S VACATION RENTALS CVR	817-845-3369
<b>7 MAILING ADDRESS</b>	
<input checked="" type="radio"/> Business <input type="radio"/> Home <input type="radio"/> Temporary <input type="radio"/> Other <input type="text"/> <b>*Number, Street, and/or Post Office Box</b> <b>*Zip</b> <b>*City</b> <b>*State</b> <b>County</b> 123 MAIN    20170    HERNDON    VA    Fairfax	
<b>8 DAMAGED PROPERTY ADDRESS(ES)</b>	
<b>*BUSINESS PROPERTY IS:</b> <input checked="" type="radio"/> Owned <input type="radio"/> Leased <b>Make this Address the same as Applicant's Mailing Address entered in Section 7</b> <b>*Number and Street Name</b> <b>*Zip</b> <b>*City</b> <b>*State</b> <b>*County</b> 123 MAIN    20170    HERNDON    VA    Fairfax Coverage Type: Hazard    Insurance Company: Allstate    Agent Name: Tim Brogan Phone Number of Insurance Agent: 703-774-1900    Policy Number: MXU123-JKL	
<a href="#">Add Another Insurance</a> <a href="#">Add Another Damaged Property</a>	
<b>9 PROVIDE THE NAME(S) OF THE INDIVIDUAL(S) TO CONTACT FOR:</b>	
Loss Verification Inspection    Information necessary to process the Application <b>*Name</b> CHAD NELSON <b>*Name</b> CHAD NELSON <b>*Telephone Number</b> 817-845-3369 <b>*Telephone Number</b> 817-845-3369	
<b>10 ALTERNATE WAY TO CONTACT YOU</b>	
Cell Number <input type="text"/>	E-mail <input type="text"/>
Fax Number <input type="text"/>	Other <input type="text"/>
<b>11 BUSINESS ACTIVITY:</b> VACATION RENTALS	<b>12 NUMBER OF EMPLOYEES: (Pre-disaster)</b> 4
<b>13 * DATE BUSINESS ESTABLISHED:</b> 01/01/2008	<b>14 * CURRENT MANAGEMENT SINCE</b> 01/01/2008
<b>15 AMOUNT OF ESTIMATED LOSS:</b>	
Machinery & Equipment <input type="text"/>	Real Estate <input type="text"/> Inventory <input type="text"/> Leasehold Improvements <input type="text"/>
<b>16 *Do you own more than 50% or are you a Managing Member or General Partner of a corporation, partnership, limited partnership, or LLC?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	

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[Next](#)

# Special Note

If you receive a message like the one below, press “SAVE” so that you don’t lose your information.



## Personal Real Estate Owned

Please provide the information for real estate owned by CHADWICK R. NELSON. List each parcel separately.

- Click "Add Another" to enter a new property



# Form 5 – Pages 2 Disclosures

**18** For the applicant business and each owner listed in item 17, please respond to the following questions, providing dates and details on any question answered YES.

- \*a. Has the business or 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 criminal offense committed during and in connection with a riot or civil disorder or other declared disaster, or ever been engaged in the production or distribution of any product or service that has been determined to be obscene by a court of competent jurisdiction?  
 Yes  No
- \*d. Has the business or a listed owner ever had or guaranteed a Federal loan 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, 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/co-applicant currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans?  
 Yes  No

**19** Regarding you or any joint applicant listed in Item 17:

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

# 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%

Disaster Loan Application #200062701 Progress

SBA Form 5 - Page 2 of 3

**17 OWNERS (Individual and business)**

Individual Owner  No Individual Owner  Individual Owner(s) required when SBA is used in Section 4

Individual Owner #1

First Name: CHANDWICK Last Name: NELSON Title: Partner % Owned: 100% E-Mail Address: [ ]

DOB: 05/11/1978 Marital Status: M Date of Birth: 05/11/1978 Place of Birth: [ ] Telephone Number: [ ] \*A.D. Disabled?  Yes  No

Home Address: [ ] \*File Code: [ ] \*City: [ ] \*State: [ ]

\*In addition to ownership in CHANDWICK G. NELSON, does this individual owner own more than 50% of, or is this individual owner a Managing Member or General Partner of a corporation, partnership, limited partnership, or LLC?  Yes  No

Add Another Individual Owner

Individual Owner #2

First Name: [ ] Last Name: [ ] Title: [ ] % Owned: [ ] E-Mail Address: [ ]

DOB: [ ] Marital Status: [ ] Date of Birth: [ ] Place of Birth: [ ] Telephone Number: [ ] \*A.D. Disabled?  Yes  No

Home Address: [ ] \*File Code: [ ] \*City: [ ] \*State: [ ]

\*In addition to ownership in CHANDWICK G. NELSON, does this individual owner own more than 50% of, or is this individual owner a Managing Member or General Partner of a corporation, partnership, limited partnership, or LLC?  Yes  No

Add Another Individual Owner

Business Entity Owner  No Business Entity Owner  (required when SBA is used in Section 4)

Intentionally left blank

No Business Entity Owner(s)

**18** For the applicant business and each owner listed in Item 17, please respond to the following questions, providing date and details on any question answered "Yes".

18a. Has the business or listed owner ever been involved in a bankruptcy or insolvency proceeding?  
 Yes  No

18b. Does the business or a listed owner have any outstanding judgments, tax liens, or pending lawsuits against them?  
 Yes  No

18c. In the past year, has the business or a listed owner been convicted of a criminal offense committed during and in connection with a riot or civil disorder or other declared disaster, or ever been engaged in the production or distribution of any product or service that has been determined to constitute a riot or civil disorder?  
 Yes  No

18d. Has the business or a listed owner ever had or guaranteed a Federal loan or a Federally guaranteed loan?  
 Yes  No

18e. Is the business or a listed owner delinquent on any Federal taxes, direct or guaranteed Federal loans (SBA, FHA, VA, student, etc.), Federal contracts, Federal grants, or any other Federal payments?  
 Yes  No

18f. 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

18g. Is the applicant/business currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans?  
 Yes  No

**19** Regarding you or any joint applicant listed in Item 17:

19a. Have you ever been arrested for an individual, corporate, partnership, or other means by which formal criminal charges are brought in any jurisdiction, (1) have you been convicted in the past six months for any criminal offense, (2) 60 days criminal offense, other than a minor traffic violation, from this event? (1) have you ever: (1) filed for bankruptcy, (2) been placed on probation, (3) been placed on parole or supervised release, (4) been placed on any form of parole or probation (including probation before judgment)?  Yes  No

**20 PHYSICAL DAMAGE LOANS ONLY**

20a. Upon completion or approval, you must be eligible for additional funds to cover the cost of mitigating measures (paid property improvements or devices to mitigate or protect against insurance deductibles and other expenses).  Yes  No

20b. By checking this box, I am interested in having SBA consider this increase.  Yes  No

**21** If anyone besides you is 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)

(Print Individual Name)

Name of Company: [ ] Phone number (including Area Code): [ ]

Street Address: [ ] City: [ ] State: [ ] Zip Code: [ ] Fax/Charge or Agent Upon: [ ]

Unless the "NO" box is checked, I give permission for SBA to discuss any portion of this application with the representative listed above.

No

**AGREEMENTS AND CERTIFICATIONS**

I certify that the information furnished on this application is true and correct.

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

If my/our loan is approved, additional information may be required prior to loan closing. I/We will be advised in writing what information will be required to obtain my/our loan funds.

I/We hereby authorize the SBA to verify income and asset information and other information presented to process and approve a disaster loan.

SBA U.S. Small Business Administration

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

Disaster Loan Application #200062701 Progress

SBA Form 5 - Page 3 of 3

**22 ADDITIONAL SPACE:**

Please refer to Item Number and Title

6000 characters remaining

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SBA.gov 3-Step Loan Process FEMA Disaster Assistance

Page 3 is used for any relevant comments



# 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**

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

CHADWICK R NELSON

CRAIG BLACKLEY

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

CHADWICK G. NELSON

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

CHADWICK G. NELSON

CHADWICK R NELSON

CRAIG BLACKLEY

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

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 filing requirements on this page must be submitted / uploaded to complete the process.

# Personal Financial Statement

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

CHADWICK R NELSON

Start

CRAIG BLACKLEY

Start

You can use this form to complete your personal financial statement or upload a financial statement you already have by scanning and uploading that document

## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress

### Personal Income

Please provide the sources of personal income of CHADWICK R NELSON.

If you are unable to enter data for this Personal Financial Statement now, click [here](#) to download a paper copy to submit offline.

As of 12/15/2019 (MM/DD/YYYY)

Income amounts should be based on annual whole dollar amounts.

Salary	\$45,000.00	Real Estate Income	\$175,000.00
Net Investment Income		Other Income <sup>1</sup>	

Description of Other Income (example - Alimony, Child Support, Disability, Pension, Social Security, etc.)  
240 characters remaining

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

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OMB Control No. 3245-0188  
Exp. 03/31/2018

SBA.gov

3-Step Loan Process

FEMA Disaster Assistance

If you indicated you have real estate you must complete this form, supplying additional information

Disaster Loan Application #2000003701 Progress

### Personal Real Estate Owned

Please provide the information for real estate owned by CHADWICK R NELSON. List each parcel separately.

- Click "Add Another" to enter a new property.
- Scroll buttons below the real estate section can be used to move between pages of real estate.
- To remove a property, click the red X next to that property.

I do not own real estate

**Real Estate Owned**

Property 1 X

Type of Property	Investment
Address	125 SIDNEY
City, State, Zip Code	ATLANTA, GA 30303
Date Purchased (MM/YYYY)	12/2018
Original Cost	\$145,000.00
Present Market Value <sup>1</sup>	\$450,000.00
Name of Mortgage Holder	
Street Address / PO Box	
City, State, Zip Code	
Mortgage Account Number	
Mortgage Balance <sup>2</sup>	
Amount of Payment per Mo/Yr	
Status of Mortgage	

Page 1 of 1

1 - Market Value(s) will be totaled and displayed on the Personal Assets page.  
2 - Mortgage Balance(s) will be totaled and displayed on the Personal Debts page.

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Next

# Personal Assets / Debits

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

Disaster Loan Application #2000003701 Progress Save

### Personal Assets

Please provide the personal assets for CHADWICK R NELSON.

- Click "Add Another" to enter a new Security (Stocks and Bonds).
- To remove a Security, click the red ✖ next to the Security (Stocks and Bonds).

Stocks and Bonds

Delete	Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value
✖						\$0.00
<b>Add Another</b>						Total Value of Stocks & Bonds: \$0.00
						Total Value for All Stocks and Bonds will display in Assets section below.

Assets

Cash on Hand & in Banks	\$35,000.00	Stocks & Bonds (Total from Stocks and Bonds Section)	\$0.00
Savings Accounts	\$45,000.00	Real Estate (Total from Real Estate Section)	\$450,000.00
IRA or Other Retirement Account	\$1,000,564.00	Automobiles - Total Present Value (Describe below, and include Year/Make/Model)	
Accounts & Notes Receivable		Other Personal Property (Describe below)	
Life Insurance - Cash Surrender Value Only (Describe below)		Other Assets (Describe below)	
<b>Total Assets</b>			<b>\$1,530,564.00</b>

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

240 characters remaining

**Other Personal Property and Other Assets**  
(Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency.)

240 characters remaining

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Disaster Loan Application #2000003701 Progress Save

### Personal Debts

Please provide the personal debts for CHADWICK R NELSON.

- Click "Add Another" to enter a new Noteholder.
- To remove Noteholder, click the red ✖ next to the Noteholder.

Notes Payable to Banks & Others

Delete	Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral
✖						
<b>Add Another</b>		Total of Current Balances: \$0.00				
		Current Balances will display in the Debts Section below.				

Debts

Accounts Payable	\$4,500.00	Loan on Life Insurance	
Notes Payable to Banks & Others (total of Current Balance from above)	\$0.00	Mortgages on Real Estate (total from Real Estate Section)	\$0.00
Installment Account (Auto)		Unpaid Taxes (Describe below)	
Monthly Payment		Other Liabilities (Describe below)	\$45,000.00
Installment Account (Other)		<b>Total Debts</b>	<b>\$49,500.00</b>
Monthly Payment		<b>Unpaid Taxes</b> (Describe in detail, as to type, as to whom payable, when due, amount, and to what property, if any, a tax lien attached.)	
240 characters remaining			
<b>Other Debts</b> (Describe in detail.)			
240 characters remaining			

**Contingent Liabilities**

As Endorser or Co-Maker		Provision for Federal Income Tax	
Legal Claims & Judgments		Other Special Debt	

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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

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

CHADWICK G. NELSON

Start



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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

### Schedule of Liabilities - (Notes, Mortgages and Accounts Payable)

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.

If you are unable to enter data for the Schedule of Liabilities now, click [here](#) to download a paper 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 **X** next to the creditor.

Schedule of Liabilities

Delete	Name of Creditor	Original Amount	Original Date (MM/YYYY)	* Current Balance	Current?	Maturity Date (MM/YYYY)	* Payment Amount	* Month or Year	How Secured
X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Another

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SBA.gov

3-Step Loan Process

FEMA Disaster Assistance

# Uploaded 4506-T



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## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress

### Request for Transcript of Tax Return

SBA requires you to complete the IRS Form 4506-T as a part of your disaster loan application submission. The form authorizes the income tax information directly to SBA. Please use this page to enter the additional data needed to populate IRS Form 4506-T.

- You must check the box in the signature area to acknowledge you have the authority to sign and request the information not be processed and returned to you if the box is unchecked.

Name shown on tax return. If a joint return, the name shown first.  First SSN, individual taxpayer identification number

Current address (including apt., room, or suite no.), city, state, and ZIP code

Previous address shown on the last return filed if different from current address

Address Line 1  Address Line 2  City  State  Zip Code

Tax Form Number(s)  Year or period requested

**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 applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the Form 4506-T on behalf of the taxpayer.

**NOTE:** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

- 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.

## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress

### Request for Transcript of Tax Return - Download / Upload

- Download the completed Request for Transcript Of Tax Return for CHADWICK R NELSON

The data collection for your Request for Transcript of Tax Return (IRS Form 4506-T) is complete. Click the download button below to save your document.

- Sign and date the document.

Once downloaded and printed, be sure to sign and date the document.

- Include the signed document with your application.

Scan and attach your signed Request for Transcript of Tax Return (IRS Form 4506-T).

File Name

Attached file must be an unprotected file in PDF format less than 38MB.

OR

If you are unable to attach a signed copy of the printed document, you may skip this step and submit it offline by other methods outlined in the [document delivery options](#) page.

The signed paper document must be received by the SBA before processing of your application can begin.

I agree to deliver a copy of the completed document to the SBA.

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 4506-T

Each Applicant and Partner must submit a 4506-T

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



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## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress

Save

### Request for Transcript of Tax Return

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.

Name shown on tax return. If a joint return, the name shown first.  
CHADWICK G. NELSON

First SSN, individual taxpayer identification number, or employer identification number  
415-31-1234

Current address (including apt., room, or suite no.), city, state, and ZIP code  
123 MAIN, HERNDON, VA 20170

Previous address shown on the last return filed if different from current address

Address Line 1 Address Line 2 City State Zip Code

Title (of taxpayer or person authorized to obtain the tax information requested)

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 shown below.

Signature of taxpayer(s).

I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer.

NOTE: For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

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.

## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress

Save

### Request for Transcript of Tax Return

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.

Name shown on tax return. If a joint return, the name shown first.  
CHADWICK G. NELSON

First SSN, individual taxpayer identification number, or employer identification number  
415-31-1234

Current address (including apt., room, or suite no.), city, state, and ZIP code  
123 MAIN, HERNDON, VA 20170

Previous address shown on the last return filed if different from current address

Address Line 1 Address Line 2 City State Zip Code

Title (of taxpayer or person authorized to obtain the tax information requested)

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 shown below.

Signature of taxpayer(s).

I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer.

NOTE: For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

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.

Previous

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OMB Control No. 1545-1872


SBA.gov

3-Step Loan Process

FEMA Disaster Assistance



# 4506-T Uploaded Successful

 U.S. Small Business Administration

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## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 **Progress** [Save](#)

### Request for Transcript of Tax Return - Download / Upload

- **Download the completed Request for Transcript Of Tax Return for CHADWICK G. NELSON**  
The data collection for **your** Request for Transcript of Tax Return (IRS Form 4506-T) is complete. Click the download button below to save **your** document.  
[Download](#)
- **Sign and date the document.**  
Once downloaded and printed, be sure to **sign** and **date** the document.
- **Include the signed document with your application.**  
**Your document has been successfully uploaded.**  
The file **4506 T.pdf** has been associated with your application. [Remove](#) this file to replace it.  
Click the Next button to continue.

[Previous](#) [Next](#)

SBA.gov 3-Step Loan Process FEMA Disaster Assistance

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

✓ CHADWICK G. NELSON	Document attached	<a href="#">Update</a>
✓ CHADWICK R NELSON	Document attached	<a href="#">Update</a>
✓ CRAIG BLACKLEY	Document attached	<a href="#">Update</a>

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

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## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress  Save

### Federal Tax Return - Upload

- Include the document with your application.

Scan and attach the Federal Tax Return for the Applicant Business.

File Name

Attached file must be an unprotected file in PDF format less than 38MB.

OR

If you are unable to attach a completed copy of the document, you may skip this step and submit it offline by other methods outlined in the [document delivery options](#) page.

The document must be received by the SBA before processing of your application can begin.

I agree to deliver a copy of the completed document to the SBA.

SBA.gov      3-Step Loan Process      FEMA Disaster Assistance

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

# 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

**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

Complete, sign and date each **Personal Financial Statement** (SBA Form 413) shown below.  
CHADWICK R NELSON   
CRAIG BLACKLEY

Complete each **Schedule of Liabilities** (SBA Form 2202) shown below.  
CHADWICK G. NELSON

Complete each **Request for Transcript of Tax Return** (IRS Form 4506-T) shown below.  
CHADWICK G. NELSON   
CHADWICK R NELSON   
CRAIG BLACKLEY

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

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.

**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

Complete, sign and date each **Personal Financial Statement** (SBA Form 413) shown below.  
✔ CHADWICK R NELSON   
✔ CRAIG BLACKLEY

Complete each **Schedule of Liabilities** (SBA Form 2202) shown below.  
✔ CHADWICK G. NELSON

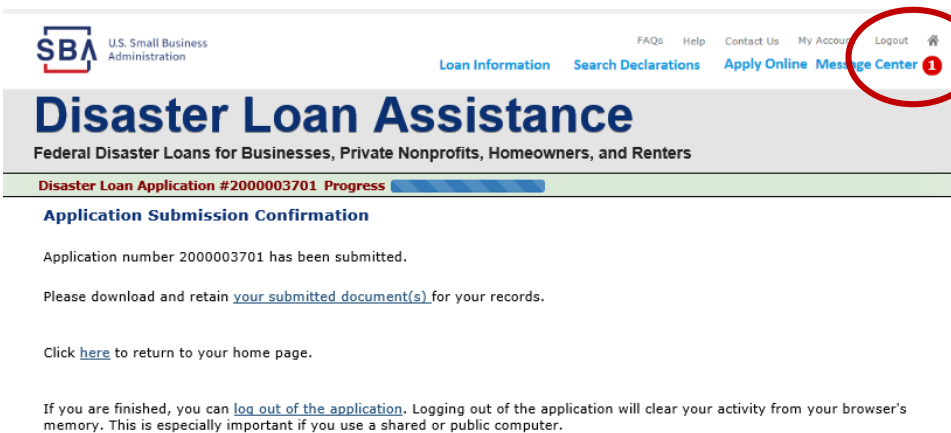
Complete each **Request for Transcript of Tax Return** (IRS Form 4506-T) shown below.  
✔ CHADWICK G. NELSON Document attached   
✔ CHADWICK R NELSON Document attached   
✔ CRAIG BLACKLEY Document attached

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 Document attached

Read and accept the Truthful Information Certification.  
✔ **Truthful Information Certification**

Submit Application and Supporting Documents.  
**Preview Electronic Loan Application**   
**Submit Application**

# Application Successfully Submitted



SBA U.S. Small Business Administration

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## Disaster Loan Assistance

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

**Disaster Loan Application #2000003701 Progress**

### Application Submission Confirmation

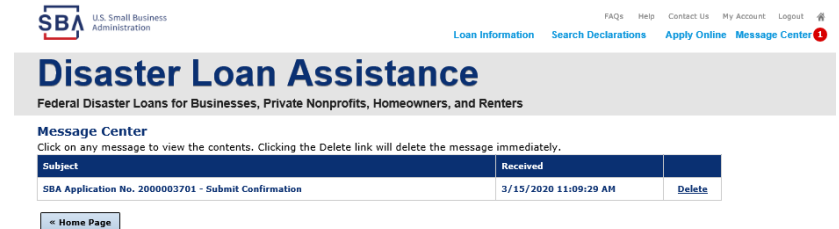
Application number 2000003701 has been submitted.

Please download and retain [your submitted document\(s\)](#) for your records.

Click [here](#) to return to your home page.

If you are finished, you can [log out of the application](#). Logging out of the application will clear your activity from your browser's memory. This is especially important if you use a shared or public computer.

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



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## 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. 2000003701 - Submit Confirmation	3/15/2020 11:09:29 AM	Delete

[Home Page](#)

# Application Submission Confirmation

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

The screenshot shows the SBA website interface. At the top left is the SBA logo with the text "U.S. Small Business Administration". To the right are navigation links: "FAQs", "Help", "Contact Us", "My Account", "Logout", and a home icon. Below these are "Loan Information", "Search Declarations", "Apply Online", and "Message Center" with a red notification badge containing the number "1". The main heading is "Disaster Loan Assistance" in large blue font, followed by the subtitle "Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters". A progress bar is shown with the text "Disaster Loan Application #2000003700 Progress" and a blue progress indicator. Below the progress bar is the section title "Application Submission Confirmation". The main text states: "Application number 2000003700 has been submitted." It then says: "Please download and retain [your submitted document\(s\)](#) for your records." Below that, it says: "Click [here](#) to return to your home page." At the bottom, it says: "If you are finished, you can [log out of the application](#). Logging out of the application will clear your activity from your browser's memory. This is especially important if you use a shared or public computer."

# Returning to Complete Application

https://training.disasterloan.sba.gov/da/Account/Login?ReturnUrl=%2Fda%2FLoanApplication%2FStartApplication

Loan Assistance

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## Disaster Loan Assistance

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

Login Register Password Reset

### Disaster Loan Assistance - Login

\*User Name  
chadnelson

\*Password  
\*\*\*\*\*

Login

**System Requirements**  
The recommended browser is Internet Explorer 10 or later.

- You must 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 implied 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 foreign.

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. § 2030 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.

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## Disaster Loan Assistance

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

Hello, Chadwick

Last successful login was: March 15, 2020, 10:07 AM EDT.  
There have been 0 unsuccessful login attempts since your last successful login.

### My Applications & Loans

**Business Application #2000003701**  
Applicant: CHADWICK G. NELSON  
Status: NOT SUBMITTED  
Last Updated: 3/14/2020

Continue

SBA.gov 3-Step Loan Process FEMA Disaster Assistance

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

### Business Losses

\*Please select the type of organization that best describes your business.

- Sole-Proprietor *(including individuals with income properties)*
- Corporation
- 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 & 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

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

# Message Center



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## 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	
<a href="#">SBA Application No. 2000003700 - Submit Confirmation</a>	3/14/2020 4:11:39 PM	<a href="#">Delete</a>

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# Home Page

After completing application you automatically return to the home page.

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

## Disaster Loan Assistance

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

Hello, John

### My Applications & Loans

#### Business Application #2000003704



Applicant: JONES, JOHN WESLEY  
Status: SUBMITTED

Last Updated: 3/15/2020



Status



Documents

#### Home Application #2000003700



Applicant: JONES, JOHN WESLEY  
Status: RECEIVED-IN REVIEW

Last Updated: 3/15/2020



Status



Documents



SBA.gov

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# Application Status

## Disaster Loan Assistance

Federal 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.

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[3-Step Loan Process](#)

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# Any Questions?



More information concerning  
SBA and its programs  
visit our website at:  
**[www.sba.gov/disaster](http://www.sba.gov/disaster)**