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

U.S. Small Business Administration
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 provide by the Coronavirus Preparedness and Response Supplement Appropriations Act that was recently signed by the President, an Economic Injury Disaster Loan declaration.
Basic Filing Requirements

• Completed SBA loan application (SBA Form 5).
• Tax Information Authorization (IRS Form 4506T) 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.
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.)
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. 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.
Disaster Loan Application Portal (DLAP)

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

- Eligible Disaster Areas
- Apply Online
- Check Application Status
Disaster Loan Application Portal

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

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

DOUBLE-CLICK ON THE LINK TO ACCESS THE SITE

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

DOUBLE-CLICK APPLY ONLINE

Eligible Disaster Areas

Apply Online

Check Application Status
Register

1) Begin a new application by clicking on Register

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

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 email, Internet, and Internet 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 CBRS control number.
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.

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

Double Click on Business and Non Profit
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.
Select State / County / Disaster Declaration

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

Select the disaster declaration.
Complete Certifications

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

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 knowingly misrepresents 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. 1362(c). In addition, any false statement or misrepresentation to SBA may result in criminal, civil, and administrative sanctions including, but not limited to: (1) fines and imprisonment; or both, under 18 U.S.C. 645; 18 U.S.C. 331; 18 U.S.C. 1346; 18 U.S.C. 1347; and any other applicable laws; (2) treble damages and civil penalties under the False Claims Act, 31 U.S.C. 3741; (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.

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

SBA.gov 3-Step Loan Process FEMA Disaster Assistance

STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS

To comply with legislation passed by the Congress and Executive Orders issued by the President, federal 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 I, or in Standard Operating Procedures (SOPs). In order to provide the required notice, the following is a brief summary of the various laws and Executive Orders that affect SBA’s Disaster Loan Programs. A list of laws can be found at DisasterAssistance.gov.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that you must make records or portions of records contained in its files available to persons requesting them. The law also provides for the protection of individual privacy. Federal agencies are responsible for implementing the FOIA in a manner that is fair and impartial, and that is consistent with the requirements of the law, including the need to protect individual privacy. The agency’s Office of Information Privacy is responsible for ensuring that the agency’s policies and procedures are consistent with the requirements of the Act, and for handling requests under the Act.

Privacy Act of 1974 (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 you have given your written permission to release the information to the recipient. In order to provide the information to the recipient, the information is subject to disclosure under the Freedom of Information Act. If you wish to access, request to amend, or limit disclosure of your personal information, you should contact the Privacy Act Coordinator at the Office of Information Privacy, (877) 472-5422.

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 record is to provide the information to a third party (such as a credit reporting agency) for purposes of determining creditworthiness. Another routine use of personal information is to assist in obtaining credit, unless, on the Disaster Loan Application, and granting for purposes of granting, servicing, and liquidating Disaster Loans. See 5 U.S.C. 552a(c)(3) and as amended from time to time, for additional background and other routine uses.

In addition to the provisions of the Privacy Act, you are not required to provide social security numbers. (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 creditworthiness and for debt collection purposes. Failure to provide the number may affect any benefit, right, or privilege to which you are entitled, but having the number makes it easier to process your application.

Note: Any person concerned with the collection, use, and disclosure of information, under the Privacy Act may contact the Chief, FOIA/Privacy, (877) 472-5422, for more information about the agency’s procedures pursuant to the Privacy Act.


These laws require us to aggressively collect any delinquent loan payments and to require you to give your borrower 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 (that list may not be exhaustive).

• Report the delinquency to credit reporting bureaus.
• Take your income tax returns and other assets due to you from the Federal Government.
• Order the account to a private collection agency or other agency operating a debt collection network.
• Require or defer (even without notice) further payments with the Federal Government.
• Order the account to a private collection agency or other agency operating a debt collection network.

The SBA Collection Office may contact any individual or organization that is permitted to be contacted 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.

Next
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
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.
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 be listed with the % of ownership until the combined entries equal 100%
Filing Requirements

Now that the application is complete, the filing requirements on this page must be submitted / uploaded to complete the process.

<table>
<thead>
<tr>
<th><strong>Filing Requirements</strong></th>
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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.
The applicant and any partner would need to provide information on assets and debits.
Applicant would click on Schedule of Liabilities and either complete the SBA form or upload the applicant’s document.
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.
Each Applicant and Partner must submit a 4506T

Electronically file 4506T

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
415-31-1234
123 MAIN, HIRONDON, 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 tax information requested)

Tax Form Number(s)

Signature of taxpayer(s):
I certify 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, 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.
4506T Uploaded Successful

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

Taxes would be scanned and saved on the desktop. You would browse your desktop and then upload the tax returns.
Certificate as to Truthful Information

Read and accept the Truthful Information Certification.

Truthful Information Certification

Start

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

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.

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

**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)
  - [x] Economic Injury (EIDL)
  - [ ] Military Reservist Economic Injury (MREIDL)

If you log out or close your browser now you will need to restart your application.
Home/Personal Losses

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

Disaster Loan Assistance

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

<table>
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<th>Disaster Loan Application</th>
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Home/Personal Property Losses

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

- Yes
- No

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

Previous

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

Enter your “State” and “County”
Certification and Executive Order

Read the “Warning”, check “I Certify” then click “Next”.

Read the information, check “I have read…” then click “Next”.

Disaster Loan Assistance

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

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☐ I Certify

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

Disaster Loan Application   Progress

STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS

Coastal Barrier Resources Act (Public Law 97-348)

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

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

1. replacement or repair of physical damages or,
2. funds for economic injury losses or,
3. funds for relocation outside the Coastal Barrier Resource Area.

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

REAL ESTATE REPAIRS/TEXAS HOMESTEAD LAW

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

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

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

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

To continue with the application process click "Start" to complete SBA Form 5C.
Completing Form 5C - Sole Proprietor Loan Application

Fill in the information blocks and then hit next. Fields marked with a red asterisk is a required field.
Disaster Loan Assistance
Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Damaged Property Information

Address: 1331 HOMETOWN ST
City: HERNDON
State: VA
Zip: 20170
County: Fairfax

Do you own or rent this property? Yes/No
Is this property your Primary Residence? Yes/No
If no, please select from the list below:
- Vacation/secondary home
- Own the property but a family member/child lives in the property
- Rented/Business Property

Insurance Information
Please check all insurance in force for the damaged property:
- Homeowner’s
- Flood
- Automobiles
- Renter’s
- No Insurance
- Other (describe)

Policy Type: *
Insurance Company Name: *
Policy Number: 
Phone Number: 
Amount Received: 

Add Insurance
Add damaged Property

Previous  Next

SBA.gov 3-Step Loan Process FEMA Disaster Assistance
Fill in the information blocks and then hit next. Fields marked with a red asterisk is a required field.
Form 5C continued - Disclosure Statements

Disclosure Statements

DISCLOSURES

The responses below apply to the Applicant and Joint Applicant, if any. Please explain any "Yes" responses.

1. Are you delinquent on any federal taxes, Federal loans, Federal grants, or 60 days past due on any child support obligation?
   - Yes
   - No

2. Are you currently a defendant in any lawsuits or have pending judgement against you?
   - Yes
   - No

3. Are you currently suspended or debarred from contracting with Federal government or receiving Federal grants or loans?
   - Yes
   - No

4. Do you have federal loans, federally guaranteed loans, or previous SBA loans?
   - Yes
   - No

5. Are you engaged in the production or distribution of any product that has been determined to be obscene by a court of competent jurisdiction?
   - Yes
   - No

6. In the past year, have you been convicted of a felony committed in connection with a riot or civil disorder?
   - Yes
   - No

7. Are you presently, a) 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

BUSINESS ACTIVITY

Business Activity: JWJ Building
Date Business Established: 01/01/2000
Number of Employees (pre-disaster): 5

REPRESENTATIVE INFORMATION

If you have paid a representative (package, attorney, accountant, etc.) to assist you in completing the application, please complete the section below.

Representative Name
Street Address
City
State
Zip
Fee charged or agreed upon:

Previous
Next
Form 5C continued - Consent and Additional Comments

Read the information, check “All the information…” then click “Next”.

Additional Comments are used for clarifying or additional information. Click “Next” to continue the process.
Form 5C continued - Affiliated Businesses

Fill out the Affiliated Business information then click “Save”.

To continue the process click “Next”.

Disaster Loan Application #2000003704 Progress

Affiliated Businesses

Please complete the affiliate information below for each applicant and/or owner that owns more than 50% of, or are a Managing Member or General Partner of a corporation, partnership, limited partnership, or LLC.

After you’ve entered the affiliated business information, click “Save” to add it to your list.

Applicant or Owner Name for Affiliate Details

<table>
<thead>
<tr>
<th>Business Name</th>
<th>EIN</th>
<th>Organization Type</th>
<th>% Owned</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO ROLLERS</td>
<td>88-9888888</td>
<td>LLC, LLP or LLC</td>
<td>100</td>
<td>President</td>
</tr>
</tbody>
</table>

Address Line 1

101 HOMETOWN ST

Address Line 2

The names listed below are the applicants or owners that answered YES to “Do you own more than 50% or are you a Managing Member or General Partner of a corporation, partnership, limited partnership, or LLC?” If the answer was entered incorrectly for any applicant or owner, click the “Remove” button to change the answer to NO and remove them from this list.

Remove

John Wesley Jones Jr.

Please enter affiliated business information for John Wesley Jones Jr.
Completing IRS Form 4506-T

Filing Requirements

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

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

☐ Disaster Home / Sole Proprietor Loan Application

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

JOHN WESLEY JONES Jr.
JWJ BUILDERS

Read and accept the Truthful Information Certification.

Truthful Information Certification

Submit Application and Supporting Documents.

Submit Application

WHILE NOT NECESSARY TO ACCEPT YOUR APPLICATION, YOU MAY BE REQUIRED TO SUPPLY THE FOLLOWING INFORMATION TO PROCESS THE APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST:

If any applicant has changed employment within the past two years, provide a copy of a current (within 1 month of the application date) pay stub for all applicants.

If we need additional income information, you may be asked to provide copies of your Federal income tax returns, including all schedules.

IF SBA APPROVES YOUR LOAN, WE MAY REQUIRE THE FOLLOWING ITEMS BEFORE LOAN CLOSING. WE WILL ADVISE YOU IN WRITING, OF THE DOCUMENTS WE NEED.

Once you have finished the SBA Form 5C, the tax transcript information will need to be completed.
**Request for Transcript of Tax Return**

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

---

**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.

<table>
<thead>
<tr>
<th>Name shown on tax return. If a joint return, the name shown first.</th>
<th>First SSN, individual taxpayer identification number, or employer identification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN W JONES JR.</td>
<td>123-45-6789</td>
</tr>
</tbody>
</table>

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

101 HOMETOWN ST, HERNDON, VA 20170

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

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Tax Form Number(s)**

<table>
<thead>
<tr>
<th>1040</th>
</tr>
</thead>
</table>

**Year or period requested**

| 2018, 2017 |

**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.
If you chose to deliver a copy this alert will appear. And you will no longer be able to upload information. The document will have to be submitted offline.
Request for Transcript of Tax Return - Download / Upload

Once you have downloaded your tax returns you can upload.

Successfully Uploaded will appear when finished. Then click “Next” to continue the process.
Filing Requirements

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

Complete the Disaster Home / Sole Proprietor Loan Application (SBA Form SC).
- Disaster Home / Sole Proprietor Loan Application

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

Read and accept the Truthful Information Certification.
- Truthful Information Certification

Submit Application and Supporting Documents.
- Submit Application

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 actions, 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. 1940, 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
Submit Application

Finally you can submit your application when the “Submit” icon appears.
Application Submission Confirmation

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

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

Application Submission Confirmation

Application number 2000003700 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.
## Message Center

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Received</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA Application No. 2000003780 - Submit Confirmation</td>
<td>3/14/2020 4:11:39 PM</td>
<td></td>
</tr>
</tbody>
</table>

« Home Page

SBA.gov

3-Step Loan Process

FEMA Disaster Assistance
After competing application you automatically return to the home page.

From here you can check the status of your application by clicking the “Status” icon.
Application Status

Disaster Loan Assistance
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.

» Home Page

SBA.gov  3-Step Loan Process  FEMA Disaster Assistance
Special Note

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

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

Disaster Loan Application #2000003701 Progress

!!! ALERT !!! Please save your data by clicking the SAVE button shown in the upper right.

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.
Q & A
Thank You