EIDL APPLICATION 101

a step-by-step guide to filling out your Economic Injury Disaster Loan application

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Economic Injury Disaster Loans

SBA Disaster Customer Service Center
(800) 659-2955
Deaf or hard-of-hearing
(800) 877-8339
sba.gov/updates
SBA’s Economic Injury Disaster Loan Terms

**How much can I borrow?**

- Up to $2 million
- Interest rates
  - Small Businesses 3.75%
  - Non-Profits 2.75%
- Terms up to 30 years
- Eligibility based on the size, type of business and financial resources

**How can I use the loan funds?**

- Fixed debts (rent, etc.)
- Payroll
- Accounts payable
- Some bills that could have been paid had the disaster not occurred.
Primary Criteria for Approval

- Acceptable credit history
- Your ability to repay the SBA loan
Other Information Required

12 months prior to Jan 31, 2020:

- Gross Revenues
- Cost of Goods Sold
- Lost Rents (for rental property owners)
- Cost of Operating Expenses (for nonprofits)
- Other reimbursements you will receive (i.e. business interruption insurance)
- Number of employees
Advance

Up to $10K depending on # of employees

Advance funds will be made available within three days of a successful application. This loan advance will not have to be repaid.
Will be Requested

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA Loan Application</td>
<td>SBA Form 5 or 5C</td>
</tr>
<tr>
<td>Personal Financial Statement</td>
<td>SBA Form 413</td>
</tr>
<tr>
<td>Schedule of Liabilities</td>
<td>SBA Form 2202</td>
</tr>
<tr>
<td>Tax Information Authorization</td>
<td>IRS Form 4506T</td>
</tr>
</tbody>
</table>
May be Requested

- Federal income tax returns (with schedules)
- If no 2019 Federal Income Tax Return, a 2019 year-end profit-and-loss statement and balance sheet for that tax year
- A 1/1/20 to current YTD profit-and-loss statement
- Additional Filing Requirements (SBA Form 1368) providing monthly sales figures
How to define “impact” or “loss”

Question: How does a business define an impact and/or loss for this? Is there a percentage, dollar amount, etc.?

Answer: Compare your 2019 financials to 2020. Run a P&L for 1/1/20 to YTD, then run the same P&L report for last year (2019).
What we’ll review

1: Getting Registered (PAGE 11)

2: Submitting Your Application
   (PAGE 19)
   Form 5, IRS 4506T form, Personal Financial Statements, Schedule of Liabilities and Tax Returns

3: Checking the Status of Your Application (PAGE 38)

2: Submitting Your Application
   (PAGE 25)
   Form 5C, IRS 4506T form, Personal Financial Statement, Schedule of Liabilities and Tax Returns

ALL BUSINESSES, EXCEPT SOLO PROPRIETORS

ONLY SOLO PROPRIETORS
STEP 1: Getting Registered

applies to all applicants
Disaster Loan Application Portal

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

User Name & Password
System requirements
User Registration

Required fields *

Personal info

Acknowledgement

Secure user data

This is simply registration and you will only need to do this once!
Starting the Application Process

Double Click on Businesses & Non Profits
You will need to select Business type
SP selection vs. other
Be sure to select Economic Injury
Disaster Declaration

Need to select Location and Disaster Declaration
Certification of Truth

Read and Electronically Agree to the Certification of Truth and the Executive Orders Document.
STEP 2: Form 5
All business types, except Sole Proprietors
Form 5
For all except Sole Proprietors

Start Page

Page 1

- Org Type
- Name
- Tax ID
- Address
- Contact Info
Form 5
For all except Sole Proprietors

Page 2
- Partners & percentage ownership

Page 3
- Relevant Comments

That completes the Application
The Required Documents

1) **Personal Financial Statement**
   - Assets & Liabilities
   - Notes Payable
   - Stocks & Bonds
   - Real Estate

2) **Schedule of Liabilities**
   - Notes, mortgages & A/P

3) **Request for Transcript of Tax Return**
   - Simply to order a transcript

4) Federal Tax Return
Filing Requirements Complete

Example left shows items to be ‘started’. Example right shows after they are complete (they say ‘Update’).
The application is now ready to submit.
Application Successfully Submitted

After application is successfully submitted, this page shows a message indicator, which confirms submittal of the application.
STEP 2: From 5C
Only Sole Proprietors
The Components of the Application

Disaster Home/Sole Proprietor Loan Application (Form 5C)

Request for Transcript of Tax Return (Form 4506T)

• Simply to order a transcript
Form 5C
For Sole Proprietors

PERSONAL INFORMATION
- Primary Applicant Info
  - Address
  - Citizenship
  - Household Size
  - Annual Income
- Property Information
- Insurance Information
- Debts (Mortgage, Auto payments, credit cards, student loans)
- Assets (Cash, Bank Accounts, Retirement, Personal Property)

Disclosures
- Consent for bank or financial institution to process the application

AFFILIATED BUSINESS INFORMATION
- Owner
- Business Name, Type, EIN
- Title, % Ownership
- Address
Disaster Loan Application #2000003700

Damaged Property Information
* At least one of the following fields are required: Real Estate, Personal Property, Automobile

**Damaged Property Address**
- *Address: 101 HOMETOWN ST*
- *Zip: 20170  City: HERNDON  State: VA  County: Fairfax*
- *Type of Damage: [ ] Real Estate  [ ] Personal Property  [ ] Automobile*

**Damaged Property Information**
- *Do you own or rent this property? [ ] Own  [ ] Rent*
- *Is this property your Primary Residence? [ ] Yes  [ ] No*
- *If No, please select from the list below: [ ] Vacation/secondary home [ ] I own the property but a family member/friend lives in the property [ ] Rental/Business Property*

**Insurance Information**
Please check all insurance in force for the damaged property:
- [ ] Homeowner's  [ ] Flood  [ ] Automobile  [ ] Renter's  [ ] No Insurance  [ ] Other: [ ] Other Insurance Description
- *Policy Type [ ] Homeowner's [ ] Apartment*
- *Insurance Company Name: True INS*
- *Policy Number: 000099991111  Phone Number: 222-333-4444  Amount Received: $0.00*

Add Insurance

Next
## Debts and Assets Information

### Debts

- **I have no debts**

#### Mortgage Holder or Landlord’s Name (Primary Residence)

<table>
<thead>
<tr>
<th>Name</th>
<th>Monthly Payment/Rent</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage 1</td>
<td>$1,000.00</td>
<td>$60,000.00</td>
</tr>
</tbody>
</table>

#### 2nd Mortgage Holder Name (if applicable)

<table>
<thead>
<tr>
<th>Name</th>
<th>Monthly Payment/Rent</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Please complete the section below if the amounts are **NOT** included in your mortgage payment:

- **Real Estate Taxes (per year):** $2,500.00
- **Homeowner’s Insurance (per year):** $1,000.00
- **Condo/Townhome/hoa/co-op fees (per year):** $250.00

### Other Debt

Including auto payments, credit cards, installment loans, student loans, etc.

- **Name of Creditor**
- **Monthly Payment**
- **Current Balance**

**Add Debt**

### Assets

**Pre-disaster values:**

- Cash, Bank Accounts, and Marketable Securities (e.g. Stock & Bonds, CDs, etc.) *(Not including retirement accounts)* $95,000.00
- Retirement Accounts (e.g. IRAs, Keogh, TSP or other similar accounts) $20,000.00
- Personal Property (furniture, appliances, vehicles, RVs, etc.) $35,000.00
- Primary Residence $250,000.00

**All Other Real Estate (describe):**

<table>
<thead>
<tr>
<th>Other Real Estate Description</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Other Disaster Assistance

- **FEMA Registration Number**
- **FEMA Registration Number**

**Other than FEMA, have you received any grant award (i.e. city grants, county grants, state grants, etc.):**

- **Yes**
- **No**

<table>
<thead>
<tr>
<th>State Amount</th>
<th>Other Amount</th>
<th>Describe</th>
<th>Other Disaster Assistance Description</th>
</tr>
</thead>
</table>
Disaster Loan Application #2000003704

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 judgments 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

<table>
<thead>
<tr>
<th>Business Activity</th>
<th>Date Business Established</th>
<th>Number of Employees (pre-disaster)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JWJ Building</td>
<td>01/01/2000</td>
<td>5</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Representative Name</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Fee charged or agreed upon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representative Name</td>
<td>Street Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Fee charged or agreed upon</td>
</tr>
</tbody>
</table>

OMB Control No. 3245-0018  
Exp. 08/31/2021
Consent

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

SBA has my permission, as required by the Privacy Act, to release any information collected in connection with this application to Federal, state, local, tribal or nonprofit organizations (e.g., Red Cross, Salvation Army, MennoLife Disaster Services, SBA Resource Partners) for the purpose of assisting me with my SBA application, evaluating my eligibility for additional disaster assistance, or notifying me of the availability of such assistance.

If my loan is approved, I may be eligible for additional funds to safeguard my property from damages similar to those caused by this disaster. Although it is not necessary for me to provide with my application, a description and cost estimate will be required prior to SBA approval of the mitigation measure.

I have received and read a copy of the "STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS" which was attached to this application.

CERTIFICATION AS TO TRUTHFUL INFORMATION: By signing this application, you certify that all information in your application and submitted with your application is true and correct to the best of your knowledge, and that you will submit truthful information in the future.

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

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

Please complete the affiliated 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.

<table>
<thead>
<tr>
<th>Applicant or Owner Name for Affiliate Details</th>
<th>EIN</th>
<th>Organization Type</th>
<th>% Owned</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN WESLEY JONES Jr.</td>
<td></td>
<td>LLC, LLP, OR LLE</td>
<td>100</td>
<td>President</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>Zip Code</th>
<th>City</th>
<th>State</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>WJ Builders</td>
<td>101 HOMETOWN ST</td>
<td></td>
<td>20170</td>
<td>HERDON</td>
<td>VA</td>
<td>FAIRFAX</td>
</tr>
</tbody>
</table>

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.

---

<table>
<thead>
<tr>
<th>Remove</th>
<th>JOHN WESLEY JONES Jr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliate Name</td>
<td>EIN</td>
</tr>
<tr>
<td>JOHN WESLEY JONES Jr.</td>
<td></td>
</tr>
</tbody>
</table>

Please enter affiliated business information for JOHN WESLEY JONES Jr.
Form 4506T: Request for Transcript of Tax Return
Note: If you don’t complete the form online, the process stops until your document is delivered to the SBA
Filing Requirements Complete

Example left shows items to be ‘started’. Example right shows after they are complete (they say ‘Update’).
The application is now ready to submit

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 113).
✓ 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.

Read and accept the Truthful Information Certification.
Truthful Information Certification

Submit Application and Supporting Documents.
Submit Application

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Application Successfully Submitted

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Step 3: Checking your application status
From the Home Page
Application Status Message

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
Still Have Questions?

Sign for an appointment with a Change Labs business coach:  nativestartup.org/events

or email Jessica Stago (jessica@nativestartup.org)
or Trish Rensink (trish@nativestartup.org)
a step-by-step guide to filling out your Economic Injury Disaster Loan application

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