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

U.S. Small Business Administration
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.
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
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

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.

To advance to the next page, go next.
Double Click on Business and Non Profit

Double Click on “Apply Online”
Business Type

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

Read and Electronically Agree to the Certification of Truthful Information and the Executive Orders Document.
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 listed with the % of ownership until the combined entries equal 100%

Page 3 is used for any relevant comments.
Now that the application is complete, the filing requirements on this page must be submitted / uploaded to complete the process.

**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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the <strong>Disaster Business Loan Application</strong> (SBA Form 5).</td>
<td></td>
</tr>
<tr>
<td>Complete, sign and date each <strong>Personal Financial Statement</strong> (SBA Form 413)</td>
<td></td>
</tr>
<tr>
<td>Complete each <strong>Schedule of Liabilities</strong> (SBA Form 2202)</td>
<td></td>
</tr>
<tr>
<td>Complete each <strong>Request for Transcript of Tax Return</strong> (IRS Form 4806-T)</td>
<td></td>
</tr>
<tr>
<td>Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business; an explanation if not available</td>
<td></td>
</tr>
<tr>
<td>Read and accept the Truthful Information Certification.</td>
<td></td>
</tr>
<tr>
<td>Submit Application and Supporting Documents.</td>
<td></td>
</tr>
</tbody>
</table>
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.
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

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

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

<table>
<thead>
<tr>
<th>Name of Creditor</th>
<th>Original Amount</th>
<th>Original Date (MM/YY/TYY)</th>
<th>* Current Balance</th>
<th>Current?</th>
<th>Maturity Date (MM/YY/TYY)</th>
<th>* Payment Amount</th>
<th>* Months or Year</th>
<th>How Secured</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Another

Previous

Next

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

**Disaster Loan Assistance**

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

**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**

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:

**CHADWICK G. NELSON**

415-31-1234

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

123 MAIN, HERNDON, VA 20170

Effects of tax information provided:

1. **Title of taxpayer or person authorized to obtain the tax information requested**

2. **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/YYYY format for each of the years shown above.

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.

**Signature affirms 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.**
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

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

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*
You can see that all filing requirements no longer say “start” what shows now is all filing requirements have been updated and the application is ready to submit.
Application Successfully Submitted

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

Input your user-name and password to complete a started application, once in click on “Continue”
Business Losses

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

Disaster Loan Application

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

Next
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

Disaster Loan Application

Save

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”

---

<table>
<thead>
<tr>
<th>Select</th>
<th>Disaster Name</th>
<th>Disaster Description</th>
<th>State</th>
<th>Disaster Date</th>
<th>Filing Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️</td>
<td>2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50</td>
<td>2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50</td>
<td>VA</td>
<td>1/30/2020</td>
<td>3/30/2020</td>
</tr>
<tr>
<td></td>
<td>2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25</td>
<td>2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25</td>
<td>VA</td>
<td>1/28/2020</td>
<td>3/30/2020</td>
</tr>
<tr>
<td></td>
<td>ALICE DCMS 2.0 SF LV PRES IA DISASTER</td>
<td>Alice DCMS 2.0 SF LV PRES IA Disaster</td>
<td>VA</td>
<td>11/1/2019</td>
<td>5/13/2020</td>
</tr>
<tr>
<td></td>
<td>NEW DCMS 2.0 PRES IA DISASTER FOR TRN/QA</td>
<td>NEW DCMS 2.0 PRES IA DISASTER FOR TRN/QA</td>
<td>VA</td>
<td>8/29/2018</td>
<td>10/29/2020</td>
</tr>
<tr>
<td></td>
<td>AUGUST DCMS 2.0 PRES IA DISASTER IN VA</td>
<td>AUGUST DCMS 2.0 PRES IA DISASTER IN VA</td>
<td>VA</td>
<td>8/15/2018</td>
<td>10/15/2020</td>
</tr>
<tr>
<td></td>
<td>NEW DCMS 2.0 PRES IA DISASTER IN VA</td>
<td>NEW DCMS 2.0 PRES IA DISASTER IN VA</td>
<td>VA</td>
<td>7/12/2018</td>
<td>9/10/2020</td>
</tr>
<tr>
<td></td>
<td>NEW VA DISASTER IN DCMS 2.0 T2-DEVEINT2</td>
<td>NEW VA DISASTER IN DCMS 2.0 T2-DEVEINT2</td>
<td>VA</td>
<td>5/1/2018</td>
<td>7/2/2020</td>
</tr>
<tr>
<td></td>
<td>qtp disaster desc</td>
<td>qtp disaster desc</td>
<td>VA</td>
<td>9/19/2006</td>
<td>11/20/2099</td>
</tr>
</tbody>
</table>

If you log out or close your browser now you will need to restart your application.
Certification and Executive Order

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 makes the proceeds of an SBA disaster loan shall be guilty before the Administrator in an amount equal to one and one half times the original principal amount of the loan under 15 U.S.C. 1391(d). 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. 1641, 18 U.S.C. 1013, 19 U.S.C. 1014, 18 U.S.C. 1048, 18 U.S.C. 3731, 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 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.

Next

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

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

Disaster Loan Application Progress

Statements Required by Laws and Executive Orders

Coastal Barrier Resources Act (Public Law 97-348)

Applicants whose property has been determined by the Federal Emergency Management Agency's Flood Insurance Rate Maps (FIRMs), to be in a Coastal Barrier Resources 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 to;
2. funds for economic injury losses or;
3. funds for relocation out of the Coastal Barrier Resources Area.

If you are a vacationer, or transient, staying in the area on vacation, you may have eligibility for your personal property losses. To establish this eligibility you will be asked to provide documentation of your presence in the area at the time of the disaster and to support that your stay was temporary in 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 "homestead" property. Homestead property includes your personal residence, and, in many cases, your family business. Texas homestead law directly affects SBA, as well as other lenders, who provide funds for the repair or acquisition of homestead property.

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

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

### 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

#### Damaged Property Information

- **Do you own or rent this property?**
  - Own
  - Rent
- **Is this property your Primary Residence?**
  - Yes
  - No

#### Insurance Information

Please check all insurance in force for the damaged property:

- **Homeowner’s**
- **Flood**
- **Automobile**
- **Renter’s**
- **No Insurance**
- **Other**: [Other Insurance Description]

<table>
<thead>
<tr>
<th><em>Policy Type</em></th>
<th><em>Insurance Company Name</em></th>
<th><em>Policy Number</em></th>
<th><em>Phone Number</em></th>
<th><em>Amount Received</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeowner's</td>
<td>True INS</td>
<td>000099991111</td>
<td>222-333-4444</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Add Insurance**
**Form 5C continued - Debts and Assets Information**

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

<table>
<thead>
<tr>
<th>Deeds and Assets Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEBTS</strong></td>
</tr>
<tr>
<td>I have no debts</td>
</tr>
<tr>
<td>Mortgage Holder or Landlord’s Name (Primary Residence)</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>2nd Mortgage Holder Name (If applicable)</td>
</tr>
<tr>
<td>Name</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/Townhouse/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**

**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, Keoghs, 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] **$0.00**

**OTHER DISASTER ASSISTANCE**

- **FEMA Registration Number**
- **Other than FEMA, have you received any grant award (e.g. city grants, county grants, state grants, etc.):**
  - Yes
  - No
- **State Amount**
- **Other Amount**
- **Describe**
- **Other Disaster Assistance Description**
Form 5C continued - Disclosure Statements

Fill in the information as required and then hit next.

Fields marked with a red asterisk is a required field.

<table>
<thead>
<tr>
<th>DISCLOSURES</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>*1. Are you delinquent on any federal taxes, Federal loans, Federal grants,</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>or 60 days past due on any child support obligation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*2. Are you currently a defendant in any lawsuits or have pending judgements</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>against you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*3. Are you currently suspended or debarred from contracting with Federal</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>government or receiving Federal grants or loans?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*4. Do you have federal loans, federally guaranteed loans, or previous SBA</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>loans?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*5. Are you engaged in the production or distribution of any product that</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>has been determined to be obscene by a court of competent jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*6. In the past year, have you been convicted of a felony committed in</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>connection with a riot or civil disorder?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*7. Are you presently, a) subject to an indictment, criminal information,</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>arraignment, or other means by which formal criminal charges are brought in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>any jurisdiction; b) have you been arrested in the past six months for any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>criminal offense; c) for any criminal offense other than a minor vehicle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>violation — have you ever: 1) been convicted, 2) plead guilty, 3) plead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>nolo contendere, 4) been placed on pretrial diversion, or 5) been placed on</td>
<td></td>
<td></td>
</tr>
<tr>
<td>any form of parole or probation (including probation before judgment)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS ACTIVITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Activity</td>
<td>Date Business Established</td>
</tr>
<tr>
<td>JWJ Building</td>
<td>01/01/2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REPRESENTATIVE INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have paid a representative (package, attorney, accountant, etc.) to</td>
<td>Fee charged or agreed upon</td>
</tr>
<tr>
<td>assist you in completing the</td>
<td></td>
</tr>
<tr>
<td>application, please complete the</td>
<td></td>
</tr>
<tr>
<td>section below.</td>
<td></td>
</tr>
</tbody>
</table>

<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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”.
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.
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.
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**

- Download the completed Request for Transcript Of Tax Return for JOHN WESLEY JONES Jr.
  - 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.
Once you have downloaded your tax returns you can upload.

Successfully Uploaded will appear when finished. Then click “Next” to continue the process.
Once the tax returns are complete sign the final Truthful Information Statement.
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

## 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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Received</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA Application No. 2000003700 - 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

59
After completing your 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

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.
- Enter your property information and select the type of property.
- Click “Save” to save the real estate information.