



U.S. Small Business
Administration

Applying for SBA Disaster Loans (EIDL)

SBA Disaster Customer Service Center
(800) 659-2955

Individuals who are deaf or hard-of-hearing may call
(800) 877-8339

3/23/2020

This handout is updated daily with the most current information available.

<https://www.sba.gov/offices/district/wv/clarksburg/resources/west-virginia-small-business-training-opportunities>

SBA's Working Capital Loans are Different from Other SBA Loans

- Funds come directly from the U.S. Treasury
- Apply directly to SBA's Disaster Assistance Program at:
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.

SBA's Economic Injury Disaster Loan Basics

What businesses are eligible to apply?

- Small businesses
- Small agricultural cooperatives
- Small aquaculture businesses
- Most private non-profit organizations

This includes:

- Directly affected by the disaster
- Businesses that offer services directly related to the businesses in the declaration
- Other businesses indirectly related to the industry that is 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 - acceptable to SBA
- Repayment - ability to repay the SBA loan
- Eligibility
 - Located (physical presence) within the declared disaster area
 - Have suffered, or are likely to suffer, substantial economic injury as a result of the disaster
 - Must be an independently owned and operated business
 - Do not have credit available elsewhere
 - The size of the applicant alone (without affiliates) must not exceed the size standard for the industry in which the applicant is primarily engaged
 - The size of the applicant combined with its affiliates must not exceed the [size standard](#) designated for either the primary industry of the applicant alone or the primary industry of the applicant and its affiliates, whichever is higher.

SBA's Economic Injury Disaster Loan Terms

How much can I borrow?

- Up to \$2 million
- Interest rates
 - Small Businesses 3.75 %
 - Most Private, 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.

SBA's Economic Injury Disaster Loan Basics

What kinds of small businesses can apply?

Including (but not limited to)

- Restaurants
- Retailers
- Hotels
- Manufacturers
- Owners of rental property
- Wholesalers
- Others (i.e. too many to list all of them here)

What other criteria is involved?

- Must have a physical presence in the declared disaster area
- Physical presence = “tangible and significant”
- P.O. Box does not qualify

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

Basic Filing Requirements

- SBA Loan Application (SBA Form 5 or 5C)
- Tax Information Authorization (IRS Form 4506T)
- Complete copies of the most recent Federal Income Tax Return
- Schedule of Liabilities (SBA Form 2202)
- Personal Financial Statement (SBA Form 413)

The image displays two SBA loan application forms. The top form is SBA Form 5, titled 'U.S. Small Business Administration DISASTER BUSINESS LOAN APPLICATION'. It includes fields for physical location number, economic injury declaration number, FEMA registration number, date received, location, filing deadline date, and SBA application number. It also has checkboxes for physical damage, business contents, economic injury (EIDL), and military reservist (EIDL (MREIDL)). The bottom form is SBA Form 5C, titled 'U.S. Small Business Administration DISASTER HOME / SOLE PROPRIETOR LOAN APPLICATION'. It includes fields for applicant's legal name, trade name, mailing address, business address, and contact information for the applicant and joint applicant. Both forms have sections for business type, date established, and amount of estimated loss.

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.**

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)
- Complete list [ineligible businesses](#)

Ineligible Uses of Loan

- Dividends and bonuses
- Disbursements to owners, etc. except when directly related to performance of services
- Repayment of stockholder/principal loans, except when the funds were injected on an interim basis because of the disaster and non-repayment would cause undue hardship to the stockholder/principal
- Expansion of facilities or acquisition of fixed assets

Ineligible Uses of Loan (cont.)

- Repair or replacement of physical damages
- Refinancing long term debt
- Paying down (including regular installment payments) or paying off loans provided, or owned by another Federal agency (including SBA) or a Small Business Investment Company
- Payment of any part of a direct Federal debt, (including SBA loans) except IRS obligations
- Relocation
- Other ineligible uses available [online](#).



How to Apply

SBA's Customer Service Representatives are ready to serve.

- Apply online at disasterloan.sba.gov/ela
- Paper loan applications at disasterloan.sba.gov/ela/Information/PaperForms
U.S. Small Business Administration
Processing and Disbursement Center
14925 Kingsport Road
Fort Worth, TX 76155.
- SBA's Customer Service Center
800-659-2955
800-877-8339 deaf/hard-of-hearing
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>



Advice

- We **STRONGLY** suggest that once you are registered, you download and/or print out the application, familiarize yourself with what is needed, do it manually and then submit online.

WE WANT YOU TO HAVE A COMPLETE APPLICATION UP FRONT.

- If the application is incomplete, it will be set aside. You will be notified what is missing, but YOU FALL BACK IN THE QUEUE.
- 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.

Advice (Cont.)

- 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.
- Do not second guess the process and ignore the “credit elsewhere” statement.
- For Phase I processing, only losses of six months or less are eligible for the more expedited type of loan processing. Make sure you provide a specific loan amount on the application as an additional note.
- Make sure you request a specific loan amount; input this into the comment section.

When in doubt, apply!

Applying for SBA Disaster Loans (EIDL)

- Click on the link below, or copy and put it in your browser:
 - <https://disasterloan.sba.gov/ela/>
- Then, follow the instructions on the slides.

Disaster Loan Application Portal (DLAP)

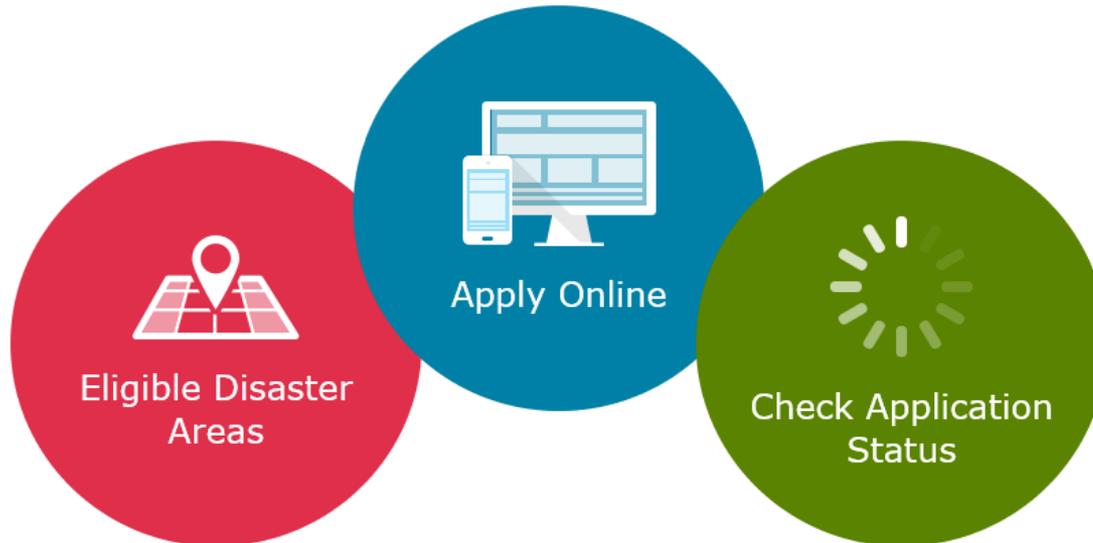


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Disaster Loan Assistance

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.

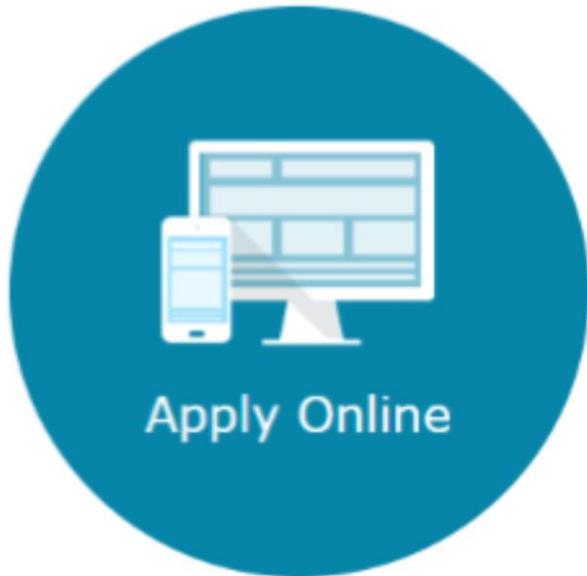
No

This is a Federal computer system and is (authorized or unauthorized) have no exp stored on this system, including e-mail, I devices and output media) and all files or copied, audited, and/or inspected by au General (OIG), and/or other law enforcem foreign.

Access or use of this computer system I interception, monitoring, reading, capturi authorized SBA personnel, law enforcem both domestic and foreign. Unauthorized



Apply Online



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)

Business Type

*** 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 organiz:*
- 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*
- Economic Injury (*EIDL*)
- Military Reservist Economic Injury (*MREIDL*)

Select State /County / Disaster Declaration

Declaration Selection

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

*State

*County

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

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Select This Disaster Declaration

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 |
|----------------------------------|--|--|
| <input type="radio"/> | 2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50 | 2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50 |
| <input checked="" type="radio"/> | 2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25 | 2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25 |
| <input type="radio"/> | ALICE DCMS 2.0 SF LV PRES IA DISASTER | Alice DCMS 2.0 SF LV PRES IA Disaster |
| <input type="radio"/> | NEW DCMS 2.0 PRES IA | NEW DCMS 2.0 PRES IA DISASTER FOR TRU'S |

Complete Certifications



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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

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SBA.gov

3-Step Loan Process

FEMA Disaster Assistance

Start Application – Form 5

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

Start

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

Personal Financial Statement

Complete preceding section(s) first.

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

Schedule of Liabilities

Complete preceding section(s) first.

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

Start

Form 5 – Pages 2 and 3

Questions

- Bankruptcy
- Outstanding judgements
- Criminal offense re civil disorder/riot
- Had another federally guaranteed loan
- Delinquent on federal taxes
- Work for SBA
- Debarred

Paper Forms for Comparison

SBA Disaster Business Loan Application (paper forms)

Below are instructions for the SBA Disaster Business Loan Application (paper forms). Please see attachments below to download corresponding forms.

- [SBA Form 5](#)
- [SBA 159D](#)
- [SBA Form 1368](#)
- [SBA Form 413D Personal Financial Statement](#)
- [IRS Form 4506-T](#)
- [IRS Form 4506-T Instructions](#)
- [SBA Form 2202 Schedule of Liabilities](#)
- [SBA Form 2202 Schedule of Liabilities Instructions](#)

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 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.

[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.**

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

File Name

[Browse ...](#)

[Upload](#)

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.

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West Virginia District Office

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Application Successfully Submitted



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Loan Information Search Declarations Apply Online **Message Center 1**

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.



Final Advice

- If you are having trouble with getting in, i.e. it is not recognizing the county and/or state:
 - Make sure you entered your type of business AND clicked on EIDL **only** under the “Are you applying for” section.
 - Otherwise, please give it a time and try again. The Office of Disaster Assistance is moving as fast as it can, but each state and individual county needs to be entered.
- Take your time and make sure the application is complete. We are here to assist where we can, but given the district’s limited staffing, we can’t run through an entire application with every (state/district) small business owner. We are working with the state and our partners to provide as much in-depth help as we can.

Final Advice (cont.)

- For assistance contact SBA's Customer Service Center at (800) 659-2955 or email disastercustomerservice@sba.gov
- Get step by step on-line instructions [HERE](#)
- Check our webpage for additional updates and training sessions as this continues, www.sba.gov/WV

Sincerely,

Karen Friel, District Director and all the
West Virginia District Office Staff

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



U.S. Small Business
Administration

West Virginia District Office
wvinfo@sba.gov
www.sba.gov/wv