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

U.S. Small Business Administration
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/

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

DOUBLE-CLICK APPLY ONLINE
Apply Online
Eligible Disaster Areas
Check Application Status
Register

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.
Apply Online

Double Click on Business and Non Profit

Double Click on “Apply Online”
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.

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

SBA.gov
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
Form 5 – Page 1

Fill in the information on this page as necessary, items with a red * are mandatory field and you will not be able to advance to NEXT until these sections are completed.
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.
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.
### Personal Assets / Debits

#### Personal Assets

Please provide the personal assets for CHADWICK R NELSON.

- Click “Add Another” to enter a new security (Stocks and Bonds).
- To remove a security, click the red X next to the Security (Stocks and Bonds).

#### Stocks and Bonds

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Shares</th>
<th>Name of Security</th>
<th>Total</th>
<th>Date of Quotation/Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Description]</td>
<td>[Number]</td>
<td>[Name]</td>
<td>[Total]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

#### Other Personal Property and Other Assets

Describe, with Par or pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Shares</th>
<th>Name of Security</th>
<th>Total</th>
<th>Date of Quotation/Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Description]</td>
<td>[Number]</td>
<td>[Name]</td>
<td>[Total]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

#### Other Debts

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Shares</th>
<th>Name of Security</th>
<th>Total</th>
<th>Date of Quotation/Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Description]</td>
<td>[Number]</td>
<td>[Name]</td>
<td>[Total]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

#### Contingent Liabilities

Describe, with Par or pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Shares</th>
<th>Name of Security</th>
<th>Total</th>
<th>Date of Quotation/Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Description]</td>
<td>[Number]</td>
<td>[Name]</td>
<td>[Total]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

### Personal Debts

Please provide the personal debts for CHADWICK R NELSON.

- Click “Add Another” to enter a new security (Stocks and Bonds).
- To remove a security, click the red X next to the holder.
- Notice Payable to Banks & Others.

#### Debts

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Shares</th>
<th>Name of Security</th>
<th>Total</th>
<th>Date of Quotation/Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Description]</td>
<td>[Number]</td>
<td>[Name]</td>
<td>[Total]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

#### Other Debts

Describe in detail.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Shares</th>
<th>Name of Security</th>
<th>Total</th>
<th>Date of Quotation/Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Description]</td>
<td>[Number]</td>
<td>[Name]</td>
<td>[Total]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

#### Contingent Liabilities

Describe, with Par or pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number of Shares</th>
<th>Name of Security</th>
<th>Total</th>
<th>Date of Quotation/Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Description]</td>
<td>[Number]</td>
<td>[Name]</td>
<td>[Total]</td>
<td>[Date]</td>
</tr>
</tbody>
</table>
Schedule of Liabilities – SBA form 2202

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 3 on the application, SBA Form 21. 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>Delete</th>
<th>Name of Creditor</th>
<th>Original Amount</th>
<th>Original Date (MM/YY)</th>
<th>* Current Balance</th>
<th>Current?</th>
<th>Maturity Date (MM/YY)</th>
<th>* Payment Amount</th>
<th>* Month 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>
<td></td>
</tr>
</tbody>
</table>

Add Another

Previous  Next
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

Electronic file 4506T

Disaster Loan Assistance

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

Disaster Loan Application #2000001701

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

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

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

Tax Form Number(s)

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 attests that he/she has read the attestation clause and upon no 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.
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
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.
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.

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

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.
Returning to Complete Application

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