

# Preparing and Applying for an SBA Economic Injury Disaster Loan



The SBTDC is a business and technology extension program of the UNC System and is funded in part through a Cooperative Agreement with the U.S. Small Business Administration.



[www.sbtcdc.org](http://www.sbtcdc.org) | [info@sbtcdc.org](mailto:info@sbtcdc.org)

Updated March 24, 2020

# Disaster Loan Assistance

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



# Prepare Before You Apply

## Prepare

- 1- Print paper copy of application and review.
- 2-Gather your most recent three years business tax returns. Keep them with you.
- 3-Allow one hour to complete application.
- 4-Be prepared to address any past credit issues.
- 5-List of business owners with more than 20% ownership.

## Information you will need to complete the application

1-Business financial information needed: Projections of sales and business expenses, including long term debt payments, rent, utilities, account payable, inventory and payroll for the next three to 6 months to determine Amount of Estimated Loss (will be needed for Form 5 line 18).

***Seek assistance if needed prior to beginning the application.***

2-Personal financial information: Bank account balances, retirement account balances, stock information, list and values of automobiles, real estate and other assets. List of amount owed and to whom (will be needed for Form 413D).

***Needed for each owner with more than 20% ownership***

# Estimated Payment Schedule

Amount	Interest	10 year	15 year	20 year	25 year	30 Year
\$ 25,000.00	3.75%	\$ 245.83	\$ 177.29	\$ 143.33	\$ 123.54	\$ 110.63
\$ 50,000.00	3.75%	\$ 491.67	\$ 354.58	\$ 286.67	\$ 247.08	\$ 221.25
\$ 75,000.00	3.75%	\$ 737.50	\$ 531.88	\$ 430.00	\$ 370.63	\$ 331.88
\$ 100,000.00	3.75%	\$ 983.33	\$ 709.17	\$ 573.33	\$ 494.17	\$ 442.50
\$ 125,000.00	3.75%	\$ 1,229.17	\$ 886.46	\$ 716.67	\$ 617.71	\$ 553.13
\$ 150,000.00	3.75%	\$ 1,475.00	\$ 1,063.75	\$ 860.00	\$ 741.25	\$ 663.75
\$ 200,000.00	3.75%	\$ 1,966.67	\$ 1,418.33	\$ 1,146.67	\$ 988.33	\$ 885.00
\$ 250,000.00	3.75%	\$ 2,458.33	\$ 1,772.92	\$ 1,433.33	\$ 1,235.42	\$ 1,106.25
\$ 300,000.00	3.75%	\$ 2,950.00	\$ 2,127.50	\$ 1,720.00	\$ 1,482.50	\$ 1,327.50
\$ 400,000.00	3.75%	\$ 3,933.33	\$ 2,836.67	\$ 2,293.33	\$ 1,976.67	\$ 1,770.00
\$ 500,000.00	3.75%	\$ 4,916.67	\$ 3,545.83	\$ 2,866.67	\$ 2,470.83	\$ 2,212.50
\$ 600,000.00	3.75%	\$ 5,900.00	\$ 4,255.00	\$ 3,440.00	\$ 2,965.00	\$ 2,655.00
\$ 700,000.00	3.75%	\$ 6,883.33	\$ 4,964.17	\$ 4,013.33	\$ 3,459.17	\$ 3,097.50
\$ 800,000.00	3.75%	\$ 7,866.67	\$ 5,673.33	\$ 4,586.67	\$ 3,953.33	\$ 3,540.00
\$ 1,000,000.00	3.75%	\$ 9,833.33	\$ 7,091.67	\$ 5,733.33	\$ 4,941.67	\$ 4,425.00

5 years at 3.75% the payment is \$18.50 per thousand borrowed  
 10 years at 3.75% the payment is \$10.02 per thousand borrowed

# Disaster Loan Application Portal (DLAP)

**DOUBLE-CLICK ON THE LINK TO ACCESS THE SITE:**

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



# How to Apply

- 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](http://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](mailto:disastercustomerservice@sba.gov).

# Filing Requirements Step by Step

Electronic Loan Application ([SBA Form 5](#))

**-OR-**

Electronic Loan Application ([SBA Form 5C](#)) -- Sole Proprietorship Only

Personal Financial Statement ([SBA Form 413](#)) 20% Owners/GP

Schedule of Liabilities ([SBA Form 2202](#))

Monthly Sales Figures ([SBA Form 1368](#))

Tax Authorization ([IRS Form 4506-T](#)) 20% Owners/GP/50% Affiliate

# Register to Apply Online



[FAQs](#) [Help](#) [Contact Us](#) [Register](#) [Login](#)

[Loan Information](#) [Search Declarations](#) [Apply Online](#)

## 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.
- You must have cookies and JavaScript enabled.
- You should allow pop-up messages.
- You must have Adobe Reader installed.



### 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 e-mail, Internet, and intranet 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 OMB control number.

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

**SBA** U.S. Small Business Administration

[FAQ](#) [Help](#) [Contact Us](#) [Register](#) [Login](#) <#>

[Loan Information](#) [Search Declarations](#) [Apply Online](#)

## Disaster Loan Assistance

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

### User Registration (Part 1 of 2)

The registration information that you provide will be used to verify your identity and for future logins. Please ensure that this information is accurate and correct.

**WARNING** - For your security, navigating away from either of the registration pages before the registration process is completed will clear out any information entered. To ensure your registration is successful, complete part 1 and part 2 of the registration process completely.

#### Personal Information

\*First Name  \*Last Name  Suffix   
\*Social Security Number  \*Date of Birth

#### Primary Address (Prior to the Disaster)

\*Address Line 1   
\*Address Line 2   
\*City  \*State  \*Zip Code  County   
Email Address  Re-enter Email Address  ☒ Receive status notifications by email

As an additional security measure, we will be sending a separate pass code to your phone or email which you will need to log in to the disaster loan application once you complete the registration process. You must have access to your phone or email to receive your pass code to login.

\*Primary Phone Number  Alternate Phone Number

☒ I acknowledge and understand that third parties are providing information or services to the U.S. Small Business Administration in order for the U.S. Small Business Administration to authenticate my identity. I agree to hold harmless said third parties and indemnify said third parties from any and all liability resulting from my use of the authentication services.

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

**WARNING** - For your security, navigating away from either of the registration pages before the registration process is completed will clear out any information entered. To ensure your registration is successful, complete part 1 and part 2 of the registration process completely.

#### User Data


\*User Name   
(Must be at least 6 characters)

\*Password   
(Must be at least 8 characters and must contain at least three of the following items: one uppercase letter, one lowercase letter, one number, one special character from this list: !@#%&'\*()\_+-=[\]{}|:;"/.,<>?)

\*Confirm Password   
Your passwords must match

\*Security Question 1  \*Security Answer 1   
\*Security Question 2  \*Security Answer 2   
\*Security Question 3  \*Security Answer 3

Please type the text appearing in the image below:  
Note: If you cannot view the image for any reason, please click on the speaker icon to hear the code.  
Then enter the code in the box below.



\*Enter Code

To advance to the next page, go next

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

## Disaster Loan Assistance

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

Hello, Chadwick

Prepare  
before  
you apply

Apply Online

Double Click on "Apply Online"

SBA.gov

3-Step Loan Process

FEMA Disaster Assistance



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## Disaster Loan Assistance

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

### Loan Type Selection



#### 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)



#### Homeowners and Renters

Loans to Homeowners and Renters for the repair or replacement of disaster damaged real estate and/or personal property (including vehicles)

Double Click on Business and Non Profit

SBA.gov

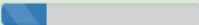
3-Step Loan Process

FEMA Disaster Assistance

# Special Note

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

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

Disaster Loan Application #2000003701 Progress  Save

**!!! 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

# Business Type

The screenshot shows the SBA Disaster Loan Assistance application page. At the top, the SBA logo and navigation links are visible. The main heading is "Disaster Loan Assistance" with a subtitle "Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters". Below this, the section "Disaster Loan Application" is highlighted, and a "Save" button is present. The "Business Losses" section contains two main questions: "Please select the type of organization that best describes your business." and "Are you applying for: (check all that apply)". The first question has six radio button options, with "Limited Liability Entity (LLC, LLP, etc.)" selected. The second question has four checkbox options, with "Economic Injury (EIDL)" checked. At the bottom, there are "Previous" and "Next" buttons, and a footer with "SBA.gov", "3-Step Loan Process", and "FEMA Disaster Assistance".

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## Disaster Loan Assistance

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

**Disaster Loan Application** Save

### 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.

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SBA.gov 3-Step Loan Process FEMA Disaster Assistance

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 North Carolina / Your County

## COVID-19 Disaster Declaration

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

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## Disaster Loan Assistance

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

**Disaster Loan Application** **Progress** [Save](#)

### 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 application.

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SBA.gov 3-Step Loan Process FEMA Disaster Assistance

Select the disaster declaration

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## Disaster Loan Assistance

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

**Disaster Loan Application** **Progress** [Save](#)

### Declaration Selection


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


\*State:  \*County:

\* Select the Disaster that affected you.

Select	Disaster Name	Disaster Description	State	Disaster Date	Filing Deadline
<input type="radio"/>	2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50	2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50	VA	1/30/2020	10/27/2020
<input checked="" type="radio"/>	2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25	2020 PRES IA DISASTER IN VIRGINIA GEO - 1.25	VA	1/28/2020	10/27/2020
<input type="radio"/>	ALICE DCMS 2.0 SF LV PRES IA DISASTER	Alice DCMS 2.0 SF LV PRES IA Disaster	VA	11/1/2019	8/10/2020
<input type="radio"/>	NEW DCMS 2.0 PRES IA	NEW DCMS 2.0 PRES IA DISASTER AND TONIA	VA	8/30/2019	8/27/2020

# 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

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

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3-Step Loan Process

FEMA Disaster Assistance

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

U.S. Small Business Administration

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## Disaster Loan Assistance

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

Disaster Loan Application Progress

### STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS

To comply with legislation passed by the Congress and Executive Orders issued by the President, Federal executive 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 1, or our Standard Operating Procedures (SOPs). In order to provide the required notices the following is a brief summary of the various laws and Executive Orders that affect SBA's Disaster Loan Programs. A glossary of terms can be found at [Disasterloan.sba.gov](https://disasterloan.sba.gov).

#### FREEDOM OF INFORMATION ACT (5 U.S.C. § 552)

This law provides, with some exceptions, that we must make records or portions of records contained in our files available to persons requesting them. This generally includes aggregate statistical information on our disaster loan programs and other information such as names of borrowers (and their officers, directors, stockholders or partners), loan amounts at maturity, the collateral pledged, and the general purpose of loans. We do not routinely make available to third parties your proprietary data without first notifying you, required by Executive Order 12600, or information that would cause competitive harm or constitute a clearly unwarranted invasion of personal privacy.

Freedom of Information Act (FOIA) requests must describe the specific records you want. For information about the FOIA, contact the Chief, FOI/PA Office, 409 3rd Street, SW, Suite 5900, Washington, DC 20416, or by email at [foia@sba.gov](mailto:foia@sba.gov).

#### PRIVACY ACT (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 we have your written permission to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Agreements and Certifications section of this form contains written permission for us to disclose the information resulting from this collection to state, local or private disaster relief services.

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 records is that when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use of personal information is to assist in obtaining credit bureau reports, on the Disaster Loan Applicants and guarantors for purposes of originating, servicing, and liquidating Disaster loans. See, 69 F.R. 38598, 58617 (as amended from time to time) for additional background and other routine uses.

Under the provisions of the Privacy Act, you are not required to provide social security numbers. (But 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 credit decisions and for debt collection purposes. Failure to provide this number may not affect any right, benefit or privilege to which you are entitled by law, but having the number makes it easier for us to more accurately identify to whom adverse credit information applies and to keep accurate loan records.

Note: Any person concerned with the collection, use and disclosure of information, under the Privacy Act may contact the Chief, FOI/PA Office, 409 3rd Street, SW, Suite 5900, Washington, DC 20416 or by e-mail at [foia@sba.gov](mailto:foia@sba.gov) for information about the Agency's procedures relating to the Privacy Act and the Freedom of Information Act.

DEBT COLLECTION ACT OF 1982; DEFICIT REDUCTION ACT OF 1984; DEBT COLLECTION IMPROVEMENT ACT OF 1996 & other titles (31 U.S.C. 3701 et seq.)

These laws require us to aggressively collect any delinquent loan payments and to require you to give your taxpayer 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 (this list may not be exhaustive):

- \*Report the delinquency to credit reporting bureaus.
- \*Offset your income tax refunds or other amounts due to you from the Federal Government.
- \*Refer the account to a private collection agency or other agency operating a debt collection center.
- \*Suspend or debar you from doing business with the Federal Government.
- \*Refer your loan to the Department of Justice.
- \*Foreclose on collateral or take other actions permitted in the loan instruments.

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

Print


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


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OMB Control No. 3245-0017  
Exp. 09/31/2011

# Start Application – Form 5

 U.S. Small Business Administration

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## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress

### 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 <b>Disaster Business Loan Application</b> (SBA Form 5).	<a href="#">Start</a>
Complete, sign and date each <b>Personal Financial Statement</b> (SBA Form 413) shown below.	Complete preceding section(s) first.
Complete each <b>Schedule of Liabilities</b> (SBA Form 2202) shown below.	Complete preceding section(s) first.
Complete each <b>Request for Transcript of Tax Return</b> (IRS Form 4506-T) shown below.	Complete preceding section(s) first.
Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business; an explanation if not available	Complete preceding section(s) first.
Read and accept the Truthful Information Certification.	Complete preceding section(s) first.
Submit Application and Supporting Documents.	Complete preceding section(s) first.

**ADDITIONAL INFORMATION MAY BE NECESSARY TO PROCESS YOUR APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST.**

Complete copy, including all schedules, of the most recent Federal income tax return for each principal owning 20 percent or more, each general partner or managing member, and each affiliate when any owner has more than a 50 percent ownership in the affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management.

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 form will generally be required when requesting an increase in the amount of economic injury.

[Previous](#)


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

# SBA form 5 – page 1

Complete anything with a red Asterix beside it. Click on EIDL- left side of form only

 <b>U.S. Small Business Administration</b> <b>DISASTER BUSINESS LOAN APPLICATION</b>		OMB No. : 3245-0017 Expiration: 06/30/2021
FOR SBA INTERNAL USE ONLY		
Physical Declaration Number	<input style="width: 100%;" type="text"/>	Date Received <input style="width: 100%;" type="text"/> Location <input style="width: 100%;" type="text"/> By <input style="width: 100%;" type="text"/>
Economic Injury Declaration Number	<input style="width: 100%;" type="text"/>	Filing Deadline Date <input style="width: 100%;" type="text"/>
FEMA Registration Number <small>(if known)</small>	<input style="width: 100%;" type="text"/>	Filing Deadline Date <input style="width: 100%;" type="text"/>
		SBA Application Number <input style="width: 100%;" type="text"/>
<b>1. ARE YOU APPLYING FOR:</b>		
<input type="checkbox"/> <b>Physical Damage</b> -- <i>Indicate type of damage</i> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Real Property                             <input type="checkbox"/> Business Contents                         </div> <input type="checkbox"/> <b>Economic Injury (EIDL)</b>		<input type="checkbox"/> <b>Military Reservist EIDL (MREIDL)</b> <i>(complete the following)</i> * Name of Essential Employee <input style="width: 100%;" type="text"/> * Employee's Social Security Number <input style="width: 100%;" type="text"/>
<p><b>PLEASE PROVIDE ALL INFORMATION OR DOCUMENTATION REQUESTED IN THE ATTACHED FILING REQUIREMENTS.</b></p> <p><small>* For information about these questions, see the attached Statements Required by Laws and Executive Orders.</small></p> <p><b>Apply online at <a href="https://disasterloan.sba.gov/ela/">https://disasterloan.sba.gov/ela/</a> OR send completed applications to:</b></p> <p><b>U.S. Small Business Administration, Processing and Disbursement Center, 14925 Kingsport Road, Fort Worth, Texas 76155</b></p>		
<b>2. ORGANIZATION TYPE</b> *Sole Proprietors should complete form 5C		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Partnership</div> <div style="width: 33%;"><input type="checkbox"/> Limited Partnership</div> <div style="width: 33%;"><input type="checkbox"/> Limited Liability Entity</div> <div style="width: 33%;"><input type="checkbox"/> Corporation</div> <div style="width: 33%;"><input type="checkbox"/> Nonprofit Organization</div> <div style="width: 33%;"><input type="checkbox"/> Trust</div> <div style="width: 33%;"><input type="checkbox"/> Other: <input style="width: 100%;" type="text"/></div> </div>		
<b>3. APPLICANT'S LEGAL NAME</b>		<b>4. FEDERAL E.I.N. (if applicable)</b>
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
<b>5. TRADE NAME (if different from legal name)</b>		<b>6. BUSINESS PHONE NUMBER (including area code)</b>
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
<b>7. MAILING ADDRESS</b> <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Temp <input type="checkbox"/> Other <input style="width: 100%;" type="text"/>		
Number, Street, and/or Post Office Box	City	County State Zip
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

# SBA form 5 – page 1 cont'd

8. DAMAGED PROPERTY ADDRESS(ES) (If you need more space, attach additional sheets.)			BUSINESS PROPERTY IS:	
<input type="checkbox"/> Same as mailing address			<input type="checkbox"/> Owned <input type="checkbox"/> Leased	
Number and Street Name	City	County	State	Zip
9. PROVIDE THE NAME(S) OF THE INDIVIDUAL(S) TO CONTACT FOR:				
Loss Verification Inspection		Information necessary to process the Application		
Name		Name		
Telephone Number		Telephone Number		
10. ALTERNATE WAY TO CONTACT YOU				
<input type="checkbox"/> Cell Number		<input type="checkbox"/> E-mail		
<input type="checkbox"/> Fax Number		<input type="checkbox"/> Other		
11. BUSINESS ACTIVITY:		12. NUMBER OF EMPLOYEES (pre-disaster):		
13. DATE BUSINESS ESTABLISHED:		14. CURRENT MANAGEMENT SINCE:		
15. AMOUNT OF ESTIMATED LOSS: <small>If unknown, enter a question mark</small>		<input type="checkbox"/> Real Estate <input type="checkbox"/> Inventory <input type="checkbox"/> Machinery & Equipment <input type="checkbox"/> Leasehold Improvements		
16. INSURANCE COVERAGE (IF ANY) (If you need more space, attach additional sheets.)		Coverage Type:		
Name of Insurance Company and Agent				
Phone Number of Insurance Agent			Policy Number	

SBA Form 5 (25-18) Ref 50P 50 30

# SBA form 5 – page 2


17. OWNERS (Individuals and businesses.) (If you need more space attach additional sheets.)		Complete for each: 1) proprietor, or 2) limited partner who owns 20% or more interest and each general partner, or 3) stockholder or entity owning 20% or more voting stock.			
Legal Name			Title/Office	% Owned	E-mail Address
SSN/EIN*	Marital Status	Date of Birth*	Place of Birth*	Telephone Number (area code)	US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address			City	State	Zip
Legal Name			Title/Office	% Owned	E-mail Address
SSN/EIN*	Marital Status	Date of Birth*	Place of Birth*	Telephone Number (area code)	US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address			City	State	Zip
* For information about these questions, see the attached Statements Required by Laws and Executive Orders.					
Business Entity Owner Name			EIN	Type of Business	% Ownership
Mailing Address			City	State	Zip Code
E-mail Address				Phone	
18. For the applicant business and each owner listed in item 17, please respond to the following questions, providing dates and details on any question answered YES (Attach an additional sheet for detailed responses).					
a. Has the business or a listed owner ever been involved in a bankruptcy or insolvency proceeding? .....				<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the business or a listed owner have any outstanding judgments, tax liens, or pending lawsuits against them? .....				<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. In the past year, has the business or a listed owner been convicted of a criminal offense committed during and in connection with a riot or civil disorder or other declared disaster, or ever been engaged in the production or distribution of any product or service that has been determined to be obscene by a court of competent jurisdiction? .....				<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has the business or a listed owner ever had or guaranteed a Federal loan or a Federally guaranteed loan? .....				<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Is the business or a listed owner delinquent on any Federal taxes, direct or guaranteed Federal loans (SBA, FHA, VA, student, etc.), Federal contracts, Federal grants, or any child support payments? .....				<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Does any owner, owner's spouse, or household member work for SBA or serve as a member of SBA's SCORE, ACE, or Advisory Council? .....				<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Is the applicant or any listed owner currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans? .....				<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Form 5 – Page 2 cont'd and Page 3

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%

[illegible]



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# Disaster Loan Assistance

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

Disaster Loan Application #2000003701
Progress

## SBA Form 5 - Page 3 of 3

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ADDITIONAL SPACE:

Please refer to Item Number and Title

4000 characters remaining

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OMB Control No. 3208-0047  
Exp. 05/01/2017

SBA.gov
3-Step Loan Process
FEMA Disaster Assistance

Page 3 is used for any relevant comments

# Filing Requirements

## **Personal Financial Statement (SBA Form 413) 20% Owners/GP**

**TIP**-Personal financial information: Bank account balances, retirement account balances, stock information, list and values of automobiles, real estate and other assets. List of amount owed and to whom. (will be needed for Form 413D).

***Needed for each owner with more than 20% ownership***

This form may be completed ahead of time and uploaded when completing the application. This form should be completed, signed and dated by the applicant, each principal owning 20% or more of the applicant business, and each general partner or managing member.

# Filing Requirements

Disaster Loan Application #2000003701 Progress

## 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**

Update

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

CHADWICK R NELSON

Start

CRAIG BLACKLEY

Start

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

CHADWICK G. NELSON

Start

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

CHADWICK G. NELSON

Start

CHADWICK R NELSON

Start

CRAIG BLACKLEY

Start

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

Start

Read and accept the Truthful Information Certification.

**Truthful Information Certification**

Complete preceding section(s) first.

Submit Application and Supporting Documents.

**Submit Application**

Complete preceding section(s) first.

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

# Personal Financial Statement – Form 413



## PERSONAL FINANCIAL STATEMENT DISASTER PROGRAMS

OMB APPROVAL NO. 3245-0188  
EXPIRATION DATE: 03-31-2021

U.S. SMALL BUSINESS ADMINISTRATION

As of \_\_\_\_\_, \_\_\_\_\_

SBA uses the information required by SBA form 413D as one of a number of data sources in analyzing the repayment ability and creditworthiness of an application for an SBA disaster loan. Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant (including the assets of the owner's spouse and any minor children); and (5) any person providing a guaranty on the loan. **Return completed form to: Disaster Processing and Disbursement Center at 14925 Kingsport Road, Fort Worth, TX 76155-2243 or FAX to 1-202-481-1505.**

Name

Business Phone

Residence Address

Residence Phone

City, State, & Zip Code

Business Name of Applicant/Borrower

# Personal financial statement cont'd

ASSETS		(Omit Cents)	LIABILITIES		(Omit Cents)
Cash on hand & in Banks .....	\$		Accounts Payable .....	\$	
Savings Accounts .....	\$		Notes Payable to Banks and Others .....	\$	
IRA or Other Retirement Account .....	\$		(Describe in Section 2)		
(Describe in Section 5)			Installment Account (Auto) .....	\$	
Accounts & Notes Receivable .....	\$		Mo. Payments \$ .....		
(Describe in Section 5)			Installment Account (Other) .....	\$	
Life Insurance-Cash Surrender Value Only .....	\$		Mo. Payments \$ .....		
(Complete Section 8)			Loan on Life Insurance .....	\$	
Stocks and Bonds .....	\$		Mortgages on Real Estate .....	\$	
(Describe in Section 3)			(Describe in Section 4)		
Real Estate .....	\$		Unpaid Taxes .....	\$	
(Describe in Section 4)			(Describe in Section 6)		
Automobiles - Total Present Value .....	\$		Other Liabilities .....	\$	
(Describe in Section 5, and include Year/Make/Model)			(Describe in Section 7)		
Other Personal Property .....	\$		Total Liabilities .....	\$	
(Describe in Section 5)			Net Worth .....	\$	
Other Assets .....	\$		Total Liabilities and Net Worth \$		
(Describe in Section 5)					
Total Assets	\$				
<b>Section 1. Source of Income</b>			<b>Contingent Liabilities</b>		
Salary .....	\$		As Endorser or Co-Maker .....	\$	
Net Investment Income .....	\$		Legal Claims & Judgments .....	\$	
Real Estate Income .....	\$		Provision for Federal Income Tax .....	\$	
Other Income (Describe below)* .....	\$		Other Special Debt .....	\$	
Description of Other Income in Section 1.					

\*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

# Personal Financial Statement

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

CHADWICK R NELSON

Start

CRAIG BLACKLEY

Start

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

## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress

### Personal Income

Please provide the sources of personal income of CHADWICK R NELSON.

If you are unable to enter data for this Personal Financial Statement now, click [here](#) to download a paper copy to submit offline.

As of 12/15/2019 (MM/DD/YYYY)

Income amounts should be based on annual whole dollar amounts.

Salary	\$45,000.00	Real Estate Income	\$175,000.00
Net Investment Income		Other Income <sup>1</sup>	

Description of Other Income (example - Alimony, Child Support, Disability, Pension, Social Security, etc.)  
240 characters remaining

1 - Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

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OMB Control No. 3245-0188  
Exp. 03/31/2018

SBA.gov

3-Step Loan Process

FEMA Disaster Assistance

If you indicated you have real estate you must complete this form, supplying additional information

Disaster Loan Application #2000003701 Progress

### 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.
- Scroll buttons below the real estate section can be used to move between pages of real estate.
- To remove a property, click the red X next to that property.

☐ I do not own real estate

**Real Estate Owned**

**Property 1** X

Type of Property	Investment
Address	125 SIDNEY
City, State, Zip Code	ATLANTA, GA 30303
Date Purchased (MM/YYYY)	12/2018
Original Cost	\$145,000.00
Present Market Value <sup>1</sup>	\$450,000.00
Name of Mortgage Holder	
Street Address / PO Box	
City, State, Zip Code	
Mortgage Account Number	
Mortgage Balance <sup>2</sup>	
Amount of Payment per Mo/Yr	
Status of Mortgage	

Page 1 of 1

1 - Market Value(s) will be totaled and displayed on the Personal Assets page.  
2 - Mortgage Balance(s) will be totaled and displayed on the Personal Debts page.

Previous

Next

# Personal Assets/Debits

The applicant and any partner would need to provide information on assets and debits

Disaster Loan Application #2000003701 Progress Save

### 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

Delete	Number of Shares	Name of Securities	Cost	Market Value Quotation / Exchange	Date of Quotation / Exchange	Total Value
X						\$0.00
<span>Add Another</span>						

Total Value of Stocks & Bonds: \$0.00  
Total Value for All Stocks and Bonds will display in Assets section below.

#### Assets

Cash on Hand & in Banks	\$35,000.00	Stocks & Bonds (Total from Stocks and Bonds Section)	\$0.00
Savings Accounts	\$45,000.00	Real Estate (Total from Real Estate Section)	\$450,000.00
IRA or Other Retirement Account	\$1,000,564.00	Automobiles - Total Present Value (Describe below, and include Year/Make/Model)	
Accounts & Notes Receivable		Other Personal Property (Describe below)	
Life Insurance - Cash Surrender Value Only (Describe below)		Other Assets (Describe below)	
<b>Total Assets</b>		<b>\$1,530,564.00</b>	

#### Life Insurance Held

(Give face amount and cash surrender value of policies - name of insurance company and beneficiaries.)

240 characters remaining

#### Other Personal Property and Other Assets

(Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency.)

240 characters remaining

Previous Next

Disaster Loan Application #2000003701 Progress Save

### Personal Debts

Please provide the personal debts for CHADWICK R NELSON.

- Click "Add Another" to enter a new Noteholder.
- To remove Noteholder, click the red X next to the Noteholder.

#### Notes Payable to Banks & Others

Delete	Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral
X						
<span>Add Another</span>						

Total of Current Balances: \$0.00  
Current Balances will display in the Debts Section below.

#### Debts

Accounts Payable	\$4,500.00	Loan on Life Insurance	
Notes Payable to Banks & Others (total of Current Balance from above)	\$0.00	Mortgages on Real Estate (total from Real Estate Section)	\$0.00
Installment Account (Auto)		Unpaid Taxes (Describe below)	
Monthly Payment		Other Liabilities (Describe below)	\$45,000.00
Installment Account (Other)		<b>Total Debts</b>	<b>\$49,500.00</b>
Monthly Payment			

#### Unpaid Taxes

(Describe in detail, as to type, as to whom payable, when due, amount, and to what property, if any, a tax lien attached.)

240 characters remaining

#### Other Debts

(Describe in detail.)

240 characters remaining

#### Contingent Liabilities

As Endorser or Co-Maker		Provision for Federal Income Tax	
Legal Claims & Judgments		Other Special Debt	

Previous Next

# Filing Requirements

## **Schedule of Liabilities (SBA Form 2202)**

**TIP-**Your schedule of liabilities should match your most recent balance sheet.

# 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

Start



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## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress

Save

### 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 ✕ next to the creditor.

#### Schedule of Liabilities

Delete	Name of Creditor	Original Amount	Original Date (MM/YYYY)	* Current Balance	Current?	Maturity Date (MM/YYYY)	* Payment Amount	* Month or Year	How Secured
✕	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Another

Previous

Next

Date of Schedule \_\_\_\_\_

## SCHEDULE OF LIABILITIES

(Notes, Mortgages and Accounts Payable)

Applicant's Name \_\_\_\_\_

Name of Creditor	Original amount	Original date	Current balance	Current or Delinquent?	Maturity date	Payment amount (Month-Year)	How secured

\_\_\_\_\_  
Signed\_\_\_\_\_  
Title

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.

# Filing Requirements

## Monthly Sales Figures (SBA Form 1368)

**IMPORTANT**-Company should download and complete this form before starting the application. This is a very important form as it basically establishes the amount of money the company will likely need due economic loss.

**TIP**-Substantial economic injury generally means a decrease in income from operations or working capital with the result that the business is unable to meet its obligations and pay ordinary and necessary operating expenses in the normal course of business.

### Page 1 Monthly Sales Figures

**TIP**-Fiscal year totals (bottom of each column) should match your Tax Returns

**TIP**-Be sure to enter monthly sales figures in the correct fiscal year

### Page 2 Financial Forecast

**TIP**-This period of time will be an estimate. The period of time to resume regular operations is yet to be determined. A brief narrative could be helpful. ***Seek assistance if needed.***

**PROVIDE THE FOLLOWING INFORMATION IN ADDITION TO THE REQUIREMENTS ON THE  
“DISASTER BUSINESS LOAN APPLICATION,” SBA FORM 5  
Monthly Sales Figures**

Provide monthly sales figures (you may estimate if actual figures are not available) beginning 3 years prior to the disaster and continuing through the most recent month available.

**PLEASE NOTE: Identify any estimates with a small letter “e” after the number.**

Month	Fiscal year	Fiscal year	Fiscal year	Current year/ to date
*Totals				

\*Please note: the total figures for each year should reconcile to the sales figures on your tax returns for the corresponding fiscal year.

**PLEASE SUBMIT ANY ADDITIONAL NARRATIVE OR FINANCIAL  
INFORMATION YOU FEEL WILL HELP ESTABLISH YOUR ECONOMIC LOSS**

---

It can be helpful to provide a financial forecast to illustrate what the income and expenses for the business will be during the period affected by the disaster until normal operations resume. This is not required.

This optional format is provided for your convenience.

Period covered by this forecast. From	To
Net sales (receipts)	
Less cost of goods sold	
Gross profit	
Less expenses	
Officers salaries	
Employee wages	
Advertising	
Rent	
Utilities	
Interest	
Taxes	
Insurance	
Other expenses	
Total expenses	
Net profit <Loss> before income taxes	

PLEASE SUBMIT ANY ADDITIONAL NARRATIVE OR FINANCIAL INFORMATION  
YOU FEEL WILL HELP ESTABLISH YOUR ECONOMIC LOSS


---

# Filing Requirements

## **Tax Authorization (IRS Form 4506-T) 20% Owners/GP/50% Affiliate**

**TIP-**This form can be uploaded once it's printed and signed. Form 4506T must be completed and signed by each applicant, each principal owning 20% or more of the applicant business, each general partner or managing member, and by any owner who has greater than 50% ownership in an affiliate business. Affiliates include, but not limited to, business parents, subsidiaries, and any business with common ownership or management.

# Uploaded 4506T

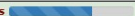
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## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress  [Save](#)

### Request for Transcript of Tax Return

SBA requires you to complete the IRS Form 4506-T as a part of your disaster loan application submission. The form authorizes the income tax information directly to SBA. Please use this page to enter the additional data needed to populate IRS Form 4506-T.

- You must check the box in the signature area to acknowledge you have the authority to sign and request the information not be processed and returned to you if the box is unchecked.

Name shown on tax return. If a joint return, the name shown first.  
CHADWICK R NELSON

First SSN, individual taxpayer identification number  
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

Address Line 1  Address Line 2  City  State  Zip Code

Tax Form Number(s)  Year or period requested  
1040 2018, 2017, 2016

#### 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 applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, or guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the 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.

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## 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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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

# Electronically File 4506T

Each Applicant and Partner must submit a 4506T

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

CHADWICK G. NELSON

Start

CHADWICK R. NELSON

Start

CRAIG BLACKLEY

Start



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## 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

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

First SSN, individual taxpayer identification number, or employer identification number  
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

Address Line 1 Address Line 2 City State Zip Code

\* Title (of taxpayer or person authorized to obtain the tax information requested)  
[Dropdown menu]

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 format for each of the years shown below.

#### 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.

## 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

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

First SSN, individual taxpayer identification number, or employer identification number  
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

Address Line 1 Address Line 2 City State Zip Code

\* Title (of taxpayer or person authorized to obtain the tax information requested)  
[Dropdown menu]

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 format for each of the years shown below.

#### 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.

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CMB Control No. 1545-1872

SBA.gov

3-Step Loan Process

FEMA Disaster Assistance

# 4506T Uploaded Successful

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## 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 G. 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.**  
**Your document has been successfully uploaded.**  
The file **4506 T.pdf** has been associated with your application. [Remove](#) this file to replace it.  
Click the Next button to continue.

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SBA.gov 3-Step Loan Process FEMA Disaster Assistance

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

✓ CHADWICK G. NELSON

Document attached [Update](#)

✓ CHADWICK R NELSON

Document attached [Update](#)

✓ CRAIG BLACKLEY

Document attached [Update](#)

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.

# Filing Requirements

## **Most recent Business Tax Return**

**TIP-**Tax returns must be uploaded with the rest of the application.

# 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

Start



[Loan Information](#) [Search Declarations](#) [Apply Online](#) [Message Center](#)

## Disaster Loan Assistance

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

Disaster Loan Application #2000003701 Progress

Save

### Federal Tax Return - Upload

#### • Include the document with your application.

Scan and attach the Federal Tax Return for the Applicant Business.

File Name  
    
Attached file must be an unprotected file in PDF format less than 38MB.

OR

If you are unable to attach a completed copy of the document, you may skip this step and submit it offline by other methods outlined in the [document delivery options](#) page.

The 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.

Previous

Next

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**



[FAQs](#) [Help](#) [Contact Us](#) [My Account](#) [Logout](#) 

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## 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

## Disaster Loan Application #2000003701 Progress

### 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

Update

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

CHADWICK R NELSON

Start

CRAIG BLACKLEY

Start

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

CHADWICK G. NELSON

Start

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

CHADWICK G. NELSON

Start

CHADWICK R NELSON

Start

CRAIG BLACKLEY

Start

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

Start

Read and accept the Truthful Information Certification.

Truthful Information Certification

Complete preceding section(s) first.

Submit Application and Supporting Documents.

Submit Application

Complete preceding section(s) first.

## Federal Disaster Loans for Businesses, Individuals, Homeowners, and Farmers

### Disaster Loan Application #2000003701 Progress

### 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

Update

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

✓ CHADWICK R NELSON

Update

✓ CRAIG BLACKLEY

Update

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

✓ CHADWICK G. NELSON

Update

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

✓ CHADWICK G. NELSON

Document attached Update

✓ CHADWICK R NELSON

Document attached Update

✓ CRAIG BLACKLEY

Document attached Update

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

Document attached Update

Read and accept the Truthful Information Certification.

✓ Truthful Information Certification

Update

Submit Application and Supporting Documents.

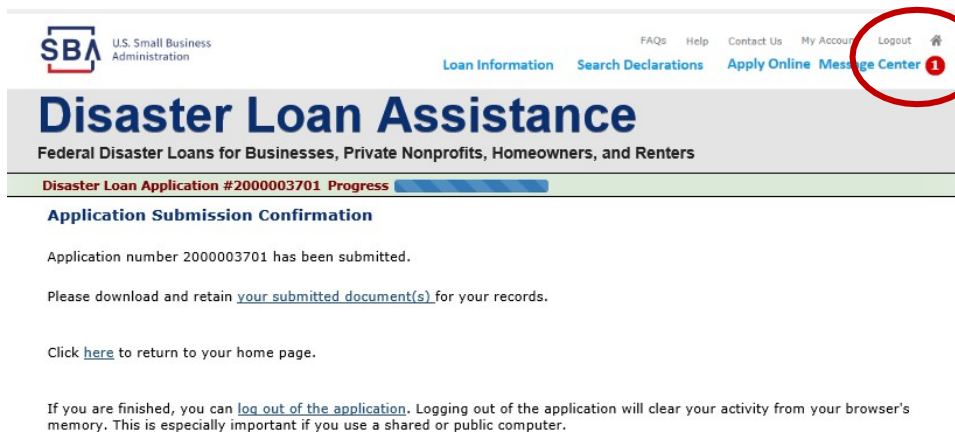
Preview Electronic Loan Application

Preview

Submit Application

Submit

# Application Successfully Submitted



**SBA** U.S. Small Business Administration

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

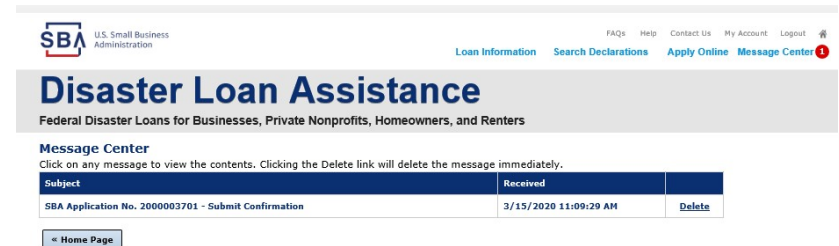
Application number 2000003701 has been submitted.

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.

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



**SBA** U.S. Small Business Administration

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

## 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.

Subject	Received	
SBA Application No. 2000003701 - Submit Confirmation	3/15/2020 11:09:29 AM	<a href="#">Delete</a>

[Home Page](#)

# Returning to Complete Application

https://training.disasterloan.sba.gov/ela/Account/Login?ReturnUrl=%2Fela%2FLoanApplication%2FStartApplication

Loan Assistance

SBA U.S. Small Business Administration

FAQs Help Contact Us My Account Logout

Loan Information Search Declarations Apply Online Message Center

## Disaster Loan Assistance

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

Login Register Password Reset

### Disaster Loan Assistance - Login

\*User Name  
chadnelson

\*Password  
\*\*\*\*\*

Login

**System Requirements**  
The recommended browser is Internet Explorer 10 or later.  
• If you have dial-up Internet service, you may experience delays.  
• You must have cookies and JavaScript enabled.  
• You should allow pop-up messages.  
• You must have Adobe Reader installed.

**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 implied expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and intranet 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, mutilated, 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 OMB control number.

SBA.gov 3-Step Loan Process FEMA Disaster Assistance

SBA U.S. Small Business Administration

FAQs Help Contact Us My Account Logout

Loan Information Search Declarations Apply Online Message Center

## Disaster Loan Assistance

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

Hello, Chadwick

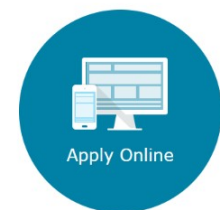
Last successful login was: March 15, 2020, 10:07 AM EDT.  
There have been 0 unsuccessful login attempts since your last successful login.

### My Applications & Loans

**Business Application #2000003701**  
Applicant: CHADWICK G. NELSON  
Status: NOT SUBMITTED  
Last Updated: 3/14/2020

Continue

Input your user-name and password to complete a started application, if you only saved but did not complete



SBA.gov

3-Step Loan Process

FEMA Disaster Assistance

# Home Page

After completing 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

Hello, John


### My Applications & Loans





**Business Application #2000003704**  
Applicant: JONES, JOHN WESLEY  
Status: SUBMITTED  
Last Updated: 3/15/2020




Status Documents




**Home Application #2000003700**  
Applicant: JONES, JOHN WESLEY  
Status: RECEIVED-IN REVIEW  
Last Updated: 3/15/2020



Status Documents



Eligible Disaster Areas



Apply Online

SBA.gov

3-Step Loan Process

FEMA Disaster Assistance

# Application Status

## Disaster Loan Assistance

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

### Application Status

#### Current Application Status: RECEIVED-IN REVIEW

<b>Application Number:</b>	2000003700
<b>Loan Type:</b>	Home
<b>Disaster Name:</b>	VA-00485 - 2020 AGENCY DISASTER IN VIRGINIA GEO - 1.50
<b>Status Change Date:</b>	March 14, 2020
<b>Status Description:</b>	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

## Helpful Tips

Collateral may be needed for loans over \$25,000. While SBA will take any position, there has to be collateral to secure the loan, preferably real estate for loans over \$25,000.

Check with your insurance agent to determine if have business interruption insurance coverage

[www.sbtdc.org](http://www.sbtdc.org)