

ECONOMIC INJURY DISASTER LOAN APPLICATION CHECKLIST

The U.S. Small Business Administration is offering low-interest federal disaster loans for working capital to small businesses suffering substantial economic injury as a result of the Coronavirus (COVID-19).

The SBA's Economic Injury Disaster Loans offer up to \$2 million in assistance and can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing. These loans may be used to pay fixed debts, payroll, accounts payable and other bills that can't be paid because of the disaster's impact. The interest rate is 3.75% for small businesses. The interest rate for non-profits is 2.75%. The SBA offers loans with long-term repayments in order to keep payments affordable, up to a maximum of 30 years. Terms are determined on a case-by-case basis, based upon each borrower's ability to repay.

In response to the Coronavirus (COVID-19) pandemic, small business owners in all U.S. states, Washington D.C., and territories are eligible to apply for an Economic Injury Disaster Loan advance of up to \$10,000. This advance will provide economic relief to businesses that are currently experiencing a temporary loss of revenue. Funds will be made available within three days of a successful application. This loan advance will not have to be repaid.

YOU WILL NEED TO COMPLETE THE EIDL APPLICATION ONLINE, AT THIS [LINK](#).

The following checklist is intended to help you gather the information you will need to complete the EIDL application.

ELIGIBLE ENTITY VERIFICATION

To be eligible for an EIDL, you will need to be able to answer yes to one of the followings:

- Is Applicant a business with not more than 500 employees?
- Is Applicant an individual who operates under a sole proprietorship, with or without employees, or as an independent contractor?
- Is Applicant a cooperative with not more than 500 employees?
- Is Applicant an Employee Stock Ownership Plan (ESOP), as defined in 15 U.S.C. 632, with not more than 500 employees?
- Is Applicant a tribal small business concern, as described in 15 U.S.C. 657a(b)(2)(C), with not more than 500 employees?
- Is Applicant a business, including an agricultural cooperative, aquaculture enterprise, nursery, or producer cooperative, that is small under SBA Size Standards found at <https://www.sba.gov/size-standards>?
- Is Applicant a business with more than 500 employees that is small under SBA Size Standards found at <https://www.sba.gov/size-standards>?

- Is Applicant a private non-profit organization that is a non-governmental agency or entity that currently has an effective ruling letter from the IRS granting tax exemption under sections 501(c),(d), or (e) of the Internal Revenue Code of 1954, or can the Applicant provide satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under State law, or a faith-based organization?

APPLICANT AND OWNER RESTRICTIONS

You will need to be able to answer NO to ALL of the following questions:

- Is Applicant engaged in any illegal activity (as defined by Federal guidelines)?
- Is any principal of the Applicant (with a 50 percent or greater ownership interest) more than sixty (60) days delinquent on child support obligations?
- Is Applicant an agricultural enterprise (e.g., farm), other than an aquaculture enterprise, agricultural cooperative, or nursery?
- Does Applicant present live performances of a prurient sexual nature or derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature?
- Does Applicant derive more than one-third of gross annual revenue from legal gambling activities?
- Is Applicant involved in the business of lobbying?
- Is Applicant a state, local, or municipal government entity?
- Is Applicant a member of Congress?

BUSINESS INFORMATION

The EIDL application requests the following information about your business (the starred items are mandatory):

- Business Legal Name *
- Trade Name *
- EIN/SSN for Sole Proprietorship *
- Organization Type*
- Whether or not the Applicant a Non-Profit Organization? *
- Whether or not the Applicant a Franchise? *
- Applicant's Gross Revenues for the Twelve (12) Month Prior to the Date of the Disaster (January 31, 2020) *
- Applicant's Cost of Goods Sold for the Twelve (12) Month Prior to the Date of the Disaster (January 31, 2020) *

- Amount of Lost Rents Due to the Disaster from Rental Properties (Residential and Commercial) only
- Non-Profit Cost of Operation for the Twelve(12) Month Prior to the Date of the Disaster (January 31, 2020)
- If the Applicant is a Faith Based Entity and provides Secular Social Services, amount of combined Annual Operating Expenses for the Twelve (12) Months Prior to the Date of the Disaster (January 31, 2020)
- If the Applicant is a Faith Based Entity and provides Secular Social Services, a list of the Secular Social Services Provided by the Faith Based Entity
- Any compensation From Other Sources Received as a Result of the Disaster
- If the Applicant receives other compensation as a Result of the Disaster , provide a brief description of Other Compensation Sources
- Applicant's Primary Business Address (Cannot be P.O. Box)*, City*, State*, County, Zip code*, Business Phone*, Alternative Business Phone, Business Fax, Business Email*
- Date Applicant Business Established*
- Current Ownership Since*
- Business Activity* (This is a drop down menu)
- Detailed Business Activity*Number of Employees (As of January 31, 2020)* (this is a drop down menu)
- Number of Applicant Employees (as of January 31, 2020)*
- Is the Applicant business entity owned by a business entity?
- If the answer to the preceding question is yes, then you will also need the following information for the Applicant's parent entity:
 - Legal Name*
 - Street Address*, City*, State*, Zip code*
 - Employer Identification Number*
 - Business Phone*
 - Business Email*
 - Business Type (drop down menu)
 - Ownership Percentage (of applicant by parent entity)

INDIVIDUAL OWNER INFORMATION

The following information will be needed for each individual owner of the Applicant:

- First Name*
- Last Name*
- Mobile Phone*
- Title/Office* (drop down menu)

- Ownership Percentage*
- Email*
- Social Security Number*
- Birth Date*
- Place of Birth*
- U.S. Citizenship*
- Residential Address*, City*, State*, Zip code*

REQUIRED INFORMATION

You will need to answer yes or no to the following questions:

- 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?
- Is the applicant or any listed owner currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans?
- Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?
- Have you been arrested in the past six months for any criminal offense?
- For any criminal offense - other than a minor vehicle violation - have you ever been convicted, plead guilty, plead nolo contendere, been placed on pretrial diversion, or been placed on any form of parole or probation (including probation before judgment)?

THIRD-PARTY ASSISTANT INFORMATION

If anyone assists you in completing the application, whether you pay for this service or not, you must enter the following information for that person, and you must say whether you give the SBA permission to discuss the application with that person:

- Individual's Name
- Name of Company
- Phone Number
- Street Address, City, State, Zip code
- The amount of any fee charged or agreed upon

You must then click whether you would like to be considered for an advance of up to \$10,000. If so, provide your bank's name and routing number, and the Applicant's account number.

REQUIRED INFORMATION CERTIFICATIONS

You must certify UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES that the information in the application and the following are true and correct:

On behalf of the individual owners identified in this application and for the business applying for the loan:

I/We authorize my/our insurance company, bank, financial institution, or other creditors to release to SBA all records and information necessary to process this application and for the SBA to obtain credit information about the individuals completing this application.

If my/our loan is approved, additional information may be required prior to loan closing. I/We will be advised in writing what information will be required to obtain my/our loan funds. I/We hereby authorize the SBA to verify my/our past and present employment information and salary history as needed to process and service a disaster loan.

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

I/We will not exclude from participating in or deny the benefits of, or otherwise subject to discrimination under any program or activity for which I/we receive Federal financial assistance from SBA, any person on grounds of age, color, handicap, marital status, national origin, race, religion, or sex.

I/We will report to the SBA Office of the Inspector General, Washington, DC 20416, any Federal employee who offers, in return for compensation of any kind, to help get this loan approved. I/We have not paid anyone connected with the Federal government for help in getting this loan.

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

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