



# Federal Agency Comment Form

## Small Business Administration – Office of the National Ombudsman

Purpose: Small business owners may use this form to submit comments on Federal enforcement/compliance actions that they consider excessive or unfair. The National Ombudsman will use the information when it contacts the applicable Federal agency for a review of the action. Completion of this form is mandatory to request assistance from the Office of the National Ombudsman.

OMB Control #3245-0313

Exp. date 6/30/2016

Case #: \_\_\_\_\_

### Instructions

1. Complete, sign and date this form. (Signature not required if completed at [www.sba.gov/ombudsman](http://www.sba.gov/ombudsman)).
2. Provide a brief written statement on the reverse side regarding the specific enforcement or compliance action taken against your organization by the federal agency.
3. Submit copies of substantiating documentation, such as correspondence, citation, or notice (Note: Can be submitted separately from this form by fax or mail. Make sure to reference your name or company's name with this information).
4. If your comments concern the IRS, you must also submit a completed IRS Tax Information Authorization Form 8821, available at <http://www.irs.gov/forms> (Can be sent by fax or mail).
5. Fax, e-mail or send this form and requested information to: (1) Fax: (202) 481-5719; (2) E-mail: [Ombudsman@sba.gov](mailto:Ombudsman@sba.gov); (3) Address: SBA, Office of the National Ombudsman, 409 Third Street, SW, Washington, DC 20024. Telephone : (202) 205-2417.

### Please Print

Organization/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Name: Mr.  Ms.  \_\_\_\_\_ Title: \_\_\_\_\_

Please indicate your organization type:

- Small Business     Not-for-Profit, Representing \_\_\_\_\_ Members  
 Small Government (population of less than 50,000)     Association, Representing \_\_\_\_\_ Members

### List the federal agency with which you are having a problem:

Federal Agency Name: \_\_\_\_\_

Agency Contact person: \_\_\_\_\_

Agency Office/Division: \_\_\_\_\_

Did the federal agency listed above inform you of your right to contact the SBA Office of the National Ombudsman?

Yes     No    If not, how did you learn about this office? \_\_\_\_\_

### Confidentiality / Disclosure

The Small Business Regulatory Enforcement Fairness Act (SBREFA), allows you to keep your identity and other information private, and limit its access only to the SBA (See 15 U.S.C. 657 (b) (2) (B)). You may grant SBA authority to share your identity and other information with the federal agency with which you are having a problem so that the federal agency can investigate your specific problem and offer a response tailored to your specific problem. However, by requesting confidentiality the federal agency may not have sufficient information to investigate your specific problem, possibly delaying or preventing any potential resolution of your situation.

I request that my information be shared only with the federal agency(ies) with which I am having a problem.

I request that my information be kept confidential. (Results may be limited.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature authorizes the SBA Ombudsman to proceed on your behalf.

**Pursue all legal options you believe are in your company's best interest.**

**This process is not a substitute for legal action.**

### SBA FORM 1993 (3-13) Previous Editions Obsolete

Please Note: The estimated burden for completing this form is 45 minutes. You are not required to respond to this information collection if a valid OMB approval number is not displayed. If you have any questions or comments concerning this estimate or other aspects of this information collection, please contact the U. S. Small Business Administration, Chief, Administrative Information Branch, Washington, D.C. 20416 and/or Office of Management and Budget, Clearance Officer, Paperwork Reduction Project (3245-0313), Washington, D.C. 20503. PLEASE DO NOT SEND FORMS TO OMB, as this will delay action on your request for assistance.

**Type or (print) your comments below:**