

**APPENDIX 5****APPLICATION FORMS****DISASTER LOAN APPLICATION PACKAGES****HOME LOAN APPLICATION FORMS**

- A. The following forms are contained in every home application package:
1. Cover Sheet
    - a. How Do You Apply for an SBA Disaster Loan?
    - b. What Will SBA Do Next?
  2. SBA Form 5C, "Disaster Home Loan Application.
  3. IRS Form 8821/4506-T, "Tax Information Authorization".
  4. Fact Sheet.
  5. Other Forms as appropriate, including, but not limited to:
    - a. SBA Form 2121, "Notice To All Applicants." (This form is included in all loan applications for a disaster that includes a Coastal Barrier Island Resource Area),
    - b. Cautionary notice regarding Texas Homestead Laws, etc.
    - c. SBA Form P-003, "Apply Online" Guidance

**BUSINESS LOAN APPLICATION FORMS**

- B. The following forms are contained in every business application package:
1. SBA Form 5, "Disaster Business Loan Application".
  2. SBA Form 413, "Personal Financial Statement". One form is required for each proprietor, each limited partner who owns 20 percent or more interest, each general partner, and each stockholder owning 20 percent or more voting stock.
  3. IRS Form 8821/4506-T, "Tax Information Authorization".
  4. SBA Form 2202, Schedule of Liabilities.
  5. SBA Form 1368, "Additional Filing Requirements for EIDL".
  6. Fact Sheet.

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## APPENDIX 7

### FILING REQUIREMENTS

#### DISASTER HOME LOAN APPLICATION

##### Filing Requirements

##### **REQUIRED FOR ALL LOAN APPLICATIONS:**

- Complete and sign this application form (SBA Form 5C)
- Complete and sign the Tax Information Authorization (IRS Form 8821/4506-T) enclosed with this application. This income information, obtained from the IRS, will help us determine your repayment ability

**NOTE:** Applicant(s) who submit only a home loan application are required to provide an IRS Tax Information Authorization form 8821/4506-T for themselves, but are not required to provide this form for any business(s) they may own.

**WHILE NOT NECESSARY TO ACCEPT YOUR APPLICATION, YOU MAY BE REQUIRED TO SUPPLY THE FOLLOWING INFORMATION TO PROCESS THE APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST:**

- If any applicant has changed employment within the past two years, provide a copy of a current (within 1 month of the application date) pay stub for all applicants
- If we need additional income information, you may be asked to provide copies of your Federal income tax returns, including all schedules

**IF SBA APPROVES YOUR LOAN, WE MAY REQUIRE THE FOLLOWING ITEMS BEFORE LOAN CLOSING. WE WILL ADVISE YOU, IN WRITING, OF THE DOCUMENTS WE NEED.**

- If you own your residence, a COMPLETE legible copy of the deed, including the legal description of the property
- If the damaged property is your primary residence, proof of residency at the damaged address
- If you had damage to a manufactured home, a copy of the title. If you own the lot where the home is located, a COMPLETE legible copy of the deed, including the legal description of the property
- If you have damage to an automobile or other vehicle, proof of ownership (a copy of the registration, title, bill of sale, etc.)

#### DISASTER BUSINESS LOAN APPLICATION

##### Filing Requirements

**FOR ALL APPLICATIONS THE FOLLOWING ITEMS MUST BE SUBMITTED.**

- This application (SBA Form 5), completed and signed

- Tax Information Authorization (IRS Form 8821/4506-T), completed and signed by each applicant, each principal owning 20 percent or more of the applicant business, each general partner or managing member; and, for any owner who has a 50 percent or more ownership in an affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management
- Complete copies, including all schedules, of the most recent Federal income tax returns for the applicant business; an explanation if not available
- Personal Financial Statement (SBA Form 413) completed, signed, and dated by the applicant (if a sole proprietorship), each principal owning 20 percent or more of the applicant business, and each general partner or managing member
- Schedule of Liabilities listing all fixed debts (SBA Form 2202 may be used)

**ADDITIONAL REQUIREMENTS FOR MILITARY RESERVE ECONOMIC INJURY (MREIDL):**

- A copy of the essential employee's notice of expected call-up to active duty, or official call-up orders, or release/discharge from active duty
- A written explanation and financial estimate of how the call-up of the essential employee has or will result in economic injury to your business, and the steps your business is taking to alleviate the economic injury
- MREIDL Certification Form P-0002, which includes:
  - Your statement that the reservist is essential to the successful day-to-day operations of the business
  - Your certification that the essential employee will be offered the same or a similar job upon the employee's return from active duty
  - The essential employee's concurrence with your statements

**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 a 50 percent or more 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