

****ADDENDUM TO ELA****

The following information is provided to ELA Applicant prior to submitting online application.

Please note SBA/ODA is in the process of updating the ELA to incorporate the revised pages from the paper form.

DISASTER BUSINESS BY A VANDERBILT ORDERS

This notifies you, as required by the Right to Financial Privacy Act of 1978 (Act), of our right to access financial records held by financial institutions that were or are doing business with you or your business. This includes financial institutions participating in loans or loan policies implementing these laws and Executive Orders in Title 13, Code of Federal Regulations (CFR), Chapter 1, of our State and Government Practice may request your financial records for disaster relief assistance. Government loan guaranty assistance 1-800-659-2955. We must provide you with a certificate of our compliance for all information that we request. Please attach additional financial records, sheets, and Executive Order for financial disaster relief assistance. Our glossary of terms can be found at disasterloanassistance.sba.gov. No other certification is required for later access. Our access rights continue for the term of any approved loan or loan guaranty. You may have to give us any additional notice of your access rights during the term of the loan or loan guaranty.

Freedom of Information Act (5 U.S.C. 552)

Online on SBA's secure website www.sba.gov. We may transfer to another Government authority any financial records included in a loan application or about an approved loan or loan guaranty as necessary to process, service, liquidate, or foreclose a loan or loan guaranty. We will not permit any transfer of your financial records to another Government authority except as required or permitted by law.

SBA will contact you by phone or email to discuss your loan request. Paperwork Reduction Act (44 U.S.C. 3501-3512). Filing Requirements

FOR ALL APPLICATIONS EXCLUDING NON-PROFIT ORGANIZATIONS, THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. A completed and signed application (SBA Form 5), completed and signed by each applicant, each principal owning

2. A copy of the estimated net profit or loss statement for the business for the year preceding the disaster relief assistance. Any other information that you provide to SBA's Disaster Business Administration may be used for purposes of program management. However, you may not provide information to your file collection activities unless it is necessary to process, service, liquidate, or foreclose a loan or loan guaranty. If you have any questions or concerns regarding this information collection, please contact the U.S. Small Business Administration Information Branch, 409 3rd St. SW, Washington, DC 20416, and Desk of Disaster Relief, Office of Management and Budget, Office of Information and Regulatory Affairs, 725 17th St. NW, Washington, DC 20503. (3045-0017) PLEASE DO NOT SEND FORMS TO OMB. This form must be accompanied by a completed, signed, and dated by the applicant, state, local or private disaster relief

3. A copy of the applicant business, and each general partner or managing member. Policy Concerning Representatives and Their Fees. Schedule of Liabilities listing all fixed debts (SBA Form 2202 may be used) system of records that when this information indicates a violation or potential violation of law, whether civil, criminal, or otherwise.

NON-PROFIT ORGANIZATIONS (YOU MAY USE AN ATTORNEY, ACCOUNTANT, ENGINEER, APPRAISER, OR PROFESSIONAL AGENT TO PREPARE AND PRESENT THE APPLICATION TO US. YOU ARE NOT REQUIRED TO HAVE REPRESENTATION IF AN APPLICATION IS APPROVED. YOU MAY NEED AN ATTORNEY TO HELP PREPARE CLOSING DOCUMENTS. 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 5 U.S.C. 552b6 (16) and as amended from time to time) for additional background and other information. There are no "authorized representatives" of SBA, other than our regular salaried employees. Payment of a fee or gratuity to our employees is illegal and will subject those involved to prosecution. Complete copies of the organization's three most recent years' "Statement of Activities"

Under the Freedom of Information Privacy Act, you are not required to provide social security numbers. (But see the information under "Additional Requirements for Active Service or Reserve Service for Economic Injury (MREIDL):" for information on this requirement.) Under the Freedom of Information Privacy Act, you are not required to provide social security numbers. (But see the information under "Additional Requirements for Active Service or Reserve Service for Economic Injury (MREIDL):" for information on this requirement.)

ADDITIONAL REQUIREMENTS FOR ACTIVE SERVICE OR RESERVE SERVICE FOR ECONOMIC INJURY (MREIDL):

A copy of the essential employee's notice of expected call-up to active service (as defined in 10 U.S.C. Note: Any person concerned with the collection 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 for information about the Agency's procedures relating to the Privacy Act and the Freedom of Information Act. Representative: A representative 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

DEBT COLLECTION IMPROVEMENT ACT OF 2002. Your certification to aggressively collect any delinquent loan payments and/or to require you to give your taxpayer identification number to any creditor for billing purposes (31 U.S.C. 3701) is essential to the successful day-to-day operations of the business. These laws require us to aggressively collect any delinquent loan payments and/or to require you to give your taxpayer identification number to any creditor for billing purposes (31 U.S.C. 3701) if you are a business operating in the field of the law. If you have any questions or concerns regarding this information collection, please contact the U.S. Small Business Administration Information Branch, 409 3rd St. SW, Washington, DC 20416, and Desk of Disaster Relief, Office of Management and Budget, Office of Information and Regulatory Affairs, 725 17th St. NW, Washington, DC 20503. (3045-0017) PLEASE DO NOT SEND FORMS TO OMB. This form must be accompanied by a completed, signed, and dated by the applicant, state, local or private disaster relief

PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST:

- Occupational Safety and Health Act (29 U.S.C. 3651 et seq.)
* 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 private collection agency or other agency operating a debt collection center
* Refer your loan to the Department of Justice
* If the release of collateral or take other actions permitted in the loan instrument and loss statement and balance sheet is necessary
* Sell the debt.
* A current year-to-date profit-and-loss statement
* Litigate or foreclose.
* Additional Filing Requirements (SBA Form 1368) providing monthly sales figures for will generally be required when requesting an increase in the amount of economic injury.