Small Business Administration (SBA)
SBA Form 5, Disaster Business Loan Application
OMB Control Number 3245-0017
Justification – Part A Supporting Statement

Overview of Information Collection:

The purpose of this submission is to Request a Revision of an Existing Collection. OMB Control No. 3245-0017, includes both the paper and online versions of the loan application for SBA's Form 5, "Disaster Business Loan Application". The form was updated to ensure consistency across all versions. The revision standardizes required data fields and instructions to reduce inconsistent guidance to applicants. Updates also include replacing outdated or inactive website links with the current, validated website addresses to ensure accurate public communication, usability, and compliance with accessibility standards. Additionally, SBA has revised existing questions due to regulatory changes and an Executive Order. The SBA has revised the criminal history question to match the question used in all other SBA programs at 13 CFR 120.110(n). The question will now ask about incarceration due to an adjudication of guilt, or indictment for a felony or any crime involving or relating to financial misconduct or a false statement. Also, SBA has revised the voluntary demographic information to comply with Executive Order 14168 Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government. The question "With which gender do you identify" was replaced with "Sex" and the option "Other" was removed. SBA also added a new Social Security consent for the purpose of determining whether the information provided by the applicant matches the Social Security Administration (SSA) records.

1. Need & Method for the Information Collection.

Section 7(b) of the Small Business Act, 15 USC 636, as amended, authorizes the Small Business Administration to make disaster loans to businesses. Three separate programs are authorized: 7(b)(1) physical disaster loans, 7(b)(2) economic injury disaster loans (EIDL), and 7(b)(3) military reservist economic injury disaster loans (MREIDL). OMB Circular A-129, *Policies for Federal Credit Programs and Receivables,* Circular A-129 Revised (whitehouse.gov), requires federal agencies to determine, among other things, whether loan applicants comply with statutory, regulatory, and administrative eligibility and other requirements for loan assistance. This information collection helps SBA to make that determination. The requirement for the use of the Form 5 is also found in the Standard Operating Procedure (SOP) for Disaster Assistance, SOP 50 30 9.

Business disaster loan applicants can elect to submit a paper version of the application or apply online via the SBA loan portal. SBA also has field locations or Disaster Loan Outreach Centers (DLOC) with staff available to assist applicants completing disaster loan application forms. The information obtained at field offices or DLOCs are submitted to the Disaster Processing and Disbursement Center (PDC) for application processing. If the SBA Form 5 is not collected, SBA cannot determine which businesses are eligible for assistance.

2. Use of the Information.

SBA Form 5 is used for SBA's three business loan programs (physical disaster loans, Economic Injury Disaster Loan (EIDL) and Military Reservist Economic Injury Disaster Loan (MREIDL) to apply for SBA physical or economic injury disaster loan assistance. Non-profit applicants, including houses of worship and homeowner associations, also use the business loan application to apply for physical disaster loans and economic injury loans. The form is used to collect the basic information necessary to support a loan application from all business applicants. Applicants must supply the requested information to receive benefits from these programs. Applicants subject to this request are business or non-profit entities. SBA uses the collected information to make eligibility and credit decisions to approve or decline a loan.

The information collected may be used by other Federal agencies, as permitted by law, to process, service, liquidate, or foreclose on a loan or loan guaranty. A copy of "Statements Required by Laws" is attached to every application issued, which includes the Right to Financial Privacy Act of 1978. The applicant must acknowledge receipt of the information before the application can be accepted.

3. Use of Information Technology.

This information collection provides disaster loan applicants with the option to complete the disaster application online and submit it electronically via the SBA Loan Portal. The SBA Loan Portal is a web-based platform that enables disaster loan applicants to retrieve and modify existing data records and allows some reduced data entry on their part. The portal also allows SBA borrowers to view loan details, make payments, and access statements for Disaster loans. If the applicant submits a paper application, SBA will enter the application in the system, and the applicant will be notified that they will need to create an CAFS (go back and elaborate on CAFS) account so they may electronically sign the disaster loan application. Ninety-nine percent of the disaster applications are submitted online.

4. Non-duplication.

The information requested on SBA Form 5, including any supplementary forms, is applicant and disaster specific. Information provided from a previous non-disaster related loan application such as business address, phone numbers, financial information, ownership generally may not be appropriate for use because this information may be outdated.

5. Burden on Small Business.

The SBA anticipates that approximately 37,402 applicants will be small business owners, and therefore this information collection does have an impact on small entities. The revised SBA Form 5 is designed to reduce burden by improving readability, simplifying the questions, and adding clear guidance to help applicants understand exactly what information is required. These changes are intended to minimize confusion, reduce time spent completing the form, and improve the accuracy of information submitted by applicants. The SBA does not consider any exemptions, alternate options, or partial or delayed compliance options for small businesses because the completion of SBA Form 5 is required to apply for disaster assistance.

6. Less Frequent Collection.

If this information were not collected, SBA could not process any physical disaster, Economic Injury Disaster Loan (EIDL), or Military Reservist Economic Injury Disaster Loan (MREIDL) requests because there would be no basis upon which to make eligibility or credit decisions. Since this information is only collected once for each application, it cannot be collected less frequently.

7. Paperwork Reduction Act Guidelines.

No special circumstances exist. No confidential information is required that is not protected to the extent permitted by law including the Privacy Act and Freedom of Information Act.

8. Consultation and Public Comments.

Comments were solicited in a Federal Register Notice published on March 4, 2026, at 91 FR 10663. The comment period closed on May 4, 2026. No comments were received. SBA did not conduct any other additional outreach outside of the public notice.

9. Gifts or Payment.

There are no gifts or payments provided to respondents. SBA is not proposing to provide incentives to potential respondents.

10. Privacy & Confidentiality.

The information collected is protected to the extent permitted by law, including the Privacy Act, 5 U.S.C. 552a, and the Freedom of Information Act, 5 U.S.C. 552, and is part of SBA's Privacy Act System of Records. The System of Records Notice (SORN) for the SBA disaster program is titled Disaster Loans Case File (SBA 20 - https://www.govinfo.gov/content/pkg/PAI-2023-SBA/xml/PAI-2023-SBA.xml#sba20 and was published on November 19, 2021, 86 FR 64979 (2021-25276.pdf (govinfo.gov).

SBA adheres to and complies with our Cybersecurity and Privacy Policy to maintain privacy and confidentiality of the data collections specifically stated in the Unified Lending Platform (ULP) Privacy Impact Assessment (PIA). SBA collects controlled unclassified information to include its subcategories of business proprietary information and personally identifiable information such as business name, trade name, individual owner's name, EIN (Employer Identification Number)/TIN (Taxpayer's Identification Number), social security number, birth date, address, phone number, email address, financial information, citizenship or immigration status, and insurance policy number. Applicants are not required to submit proprietary trade secrets, or other confidential information. Title VII characteristics such as race, sex, age, etc are also collected as required by the Loan application. However, this information is voluntary.

11. Sensitive Questions.

Questions perceived to be "sensitive" such as marital status, date of birth, financial, and criminal records information are solicited in this collection so that SBA can make an informed credit and eligibility determination. This information is required for an applicant to receive a benefit under SBA's Disaster Loan Program. This information helps SBA to assess whether there is a reasonable assurance of loan repayment.

Veteran, sex, race, and ethnicity data is also collected for program reporting only. These questions do not negatively impact any vulnerable populations. In the sections of the application that ask for this information, the following instructions are provided: "Veteran, sex, race, and ethnicity data is collected for program reporting only. Disclosure is voluntary and has no bearing on the loan decision."

The SBA requests consent from the customer and collects their signature for the authority to include this sensitive information which is optional.

12. Burden Estimate.

Estimates are broken down by specific loan program and are based on an average of loan applications accepted during five fiscal years.

The computation is below:

For Physical Business and EIDL loan program:

Fiscal Year	Business/EIDL Loan Applications Accepted
21	23,130
22	15,882
23	35,782
24	47,951
25	64,558
Total:	187,303

187,303 divided by 5 = 37,461 average loan applications accepted (number of responses).

For MREIDL program:

Fiscal Year	MREIDL Loan Applications Accepted
21	73
22	63
23	45
24	89
25	70
Total:	340

340 divided by 5 = 68 average loan applications accepted (number of responses). For FY25, approximately 99% of all applications were accepted using the MySBA loan portal.

TOTAL RESPONSES (for both programs) = 37,461 + 68 = 37,529

PUBLIC BURDEN-Hours

The SBA Form 5 (regardless of format) is completed by disaster business loan applicants and takes an estimated 1.25 hours to complete.

37,529 respondents x 1.25 = 46,911 public burden hours for Form 5.

PUBLIC BURDEN-Cost

The cost estimate for a respondent is based on GS 9, step 1 ($29.57 per hour- 2026 Rest of United States (RUS) pay scale, which is the level of expertise (minimal) that is required to respond. The annual hourly cost estimate is calculated below:

Cost per response: $29.57 x 1.25 hours = $36.96
SBA Form 5 (paper and SBA loan): $36.96 x 37,529 responses = $1,387,072 public burden cost for Form 5

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses for this IC	37,529	NA	NA	13,696	NA	23,833
Annual IC Time Burden (Hour)	46,911	NA	NA	17,120	NA	29,791
Annual IC Cost Burden (Dollars)	$1,387,072	NA	NA	356,962	NA	$1,030,110

Burden per Response:

	Time Per Response	Hours	Cost Per Response
Reporting	1.25	1.25	$36.96
Record Keeping	NA	NA	NA
Third Party	NA	NA	NA

Disclosure			
Total	1.25	1.25	$36.96

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	46,911	$1,387,072
Record Keeping	NA	NA
Third Party Disclosure	NA	NA
Total	46,911	$1,387,072

13. Estimated nonrecurring costs.

No additional annual costs beyond those identified in #12 above are anticipated.

14. Estimated cost to the Government.

AGENCY BURDEN

The estimated cost to the government calculation includes 37,529 respondents at approximately 2 hours on average for direct processing (which takes into consideration both EIDL and MREIDL applications that may require more processing time, as well as simple business applications that require less processing time). Agency burden hours are as follows:

37,529 respondents x 2 hours per application = 75,058 Agency Burden hours.

The annual cost estimate for the Agency is based on a GS 11, Step 1 at $35.78 per hour-(RUS 2026 - typical expertise required for processing applications) and is calculated as follows:

75,058 hours x $35.78 per hour = $2,685,575 cost to Agency.

15. Reasons for changes.

The burden estimates increased in this submission due to a higher number of respondents, driven by a substantial rise in disaster activity, particularly in FY 2025. During this period, SBA responded to several major disaster events, including Hurricane Helene, Hurricane Milton, the Los Angeles wildfires, flooding in Kerr County, Texas, and numerous severe storms, tornadoes, and flooding incidents nationwide. Additionally, to meet the urgent needs of survivors affected by Hurricanes Milton and Helene, SBA re-opened and extended the application period for physical damage disaster loan requests.

16. Publicizing Results.

Published SBA disaster loan data includes verified loss and approved loan amount totals for both home and business disaster loans, segmented by city, county, zip code and state. The information is published quarterly on the SBA.gov website. Certain loan information is also posted on USASpending.gov, pursuant to the Federal Funding Accountability and Transparency Act (nih.gov).

17. OMB Not to Display Approval.

SBA will display the expiration date of OMB approval.

18. Exceptions to "Certification for Paperwork Reduction Submissions."

There are no exceptions to the certification statement.

19. Part B: Surveys, Censuses, and Other Collections that Employ Statistical Methods.

Not Applicable