



SBA DISASTER LOAN CHECKSHEET

SBA Disaster Loans cover small business operating expenses after a declared disaster, they are not intended to replace revenue.
Apply online at sba.gov/disaster.

The following documents are required for application:

- *Copy of Credit Bureau Report with Credit Scores* from the three primary reporting agencies for all owners of the business with minimum 20% ownership. Get your FREE credit report at annualcreditreport.com.
- *Personal Financial Statement (SBA Form 413)* for all owners of the business with minimum 20% ownership interest.
- *Federal Personal and business tax returns* for the last 3 years (or fewer if the business has not been in operation for 3+ years). Include personal tax returns for each owner with minimum 20% ownership interest in the business.
- *Business Financial Statements* for year to date (both income statements and balance sheet is preferred). Schedule of all business assets and liabilities. If you do not have these available, please contact the SBDC at info@wtsbdc.com and we will assist you remotely at no cost. Please include a copy of your completed SBA Form 1368 as mentioned below.
- *Provide monthly sales figures* beginning 3 years prior to the disaster and continuing through the most recent month available. (SBA Form 1368).
- *Written explanation* of the amount you are seeking and how it will be used. Describe the loss.
- *SBA Loan Application (SBA Form 5)*.
- *IRS Request for Tax Transcript (IRS Form 4506-T)* for each owner with minimum 20% ownership interest in the business.

