Instructions for Completing the
"Estimated Disaster Economic Injury Worksheet for Business"

Owner Details

Line 1: Enter the Property Owner's name. If more than one owner, enter the co-owner's name as well.

Line 2: Enter business phone and email you would like to be contacted.

Line 3: Enter cell or additional phone to be contacted at.

Business Owner Mailing Address

Line 1 & 2: Enter address where you would like to receive mail.

Business Street Address

Lines 1 & 2: Enter physical address of business.

Estimated Adverse Economic Impact

Line 1: Enter the date that the economic impact to your business due to the disaster started or is estimated to start. Economic impact can be defined as a decrease in revenues from normal levels resulting in decreased gross profit. Then enter the date that revenues and gross profits returned to normal levels. This date may be in the future and will require an estimate.

Line 2: Enter the business' revenues between the two dates you showed.

Line 3: Enter the business' revenues between the same two dates of the previous year.

Line 4: If you have business interruption insurance to cover losses due to the disaster, enter the amount received or anticipated. Enter zero if none.

Line 5: Enter a brief narrative explaining how the disaster affected your business' revenues and operations.

Line 6: Enter the number of employees, including management and part-time employees, of the business prior to the date of the disaster and after the end of the disaster. This may require an estimate.

Physical Damage to Business Property

Line 1: Enter the estimated loss, in dollars, to the building occupied by the business, if owned by the business or an owner of the business.

Line 2: Enter the estimated loss, in dollars, to the contents of the business' building.

Line 3: Enter the insurance recovery received or expected for disaster damage to the building and/or contents.

Line 4: Provide the name and title of the person completing the form.