



Mississippi SBDC Business Update

COVID - 19 Business Continuity in our Communities

ITEMS YOU WILL NEED FOR YOUR LOAN APPLICATION:

- **Legal Business Name and Type (LLC, Corp.)**
- **Your Business EIN #**
- **Accountant Contact Information**
- **Business Insurance Agent Contact Information and Policy Company and Number**
- **Most recent Federal Tax Return**
- **Year End Profit and Loss Statement**
- **A current year to date Profit and Loss Statement**
- **Financial forecast request to illustrate what the income and expenses will be during the period affected by this disaster until life returns to normal**
- **Monthly breakdown of expenses (3 year history)**
 - **This area also asks for a narrative or financial information you feel will help establish your economic loss**
- **Current Liabilities:**
 - **Name of Creditor**
 - **Original amount of loan**
 - **Original date of loan**
 - **Current balance**
 - **Current or delinquent?**
 - **Maturity date**
 - **Payment amount-month and year**
 - **How secured?**



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•YOU WILL NEED ACCESS TO A SCANNER TO BE ABLE TO DOWNLOAD FORM 4506 FROM THE ONLINE SITE, SIGN IT, AND HAVE IT UPLOADED TO THE APPLICATION.

•YOU WILL NEED AN ELECTRONIC VERSION OF YOUR MOST RECENT TAX RETURN, OR HAVE IT SCANNED TO BE ABLE TO UPLOAD TO THE APPLICATION SITE.

FORM 5 BASIC APPLICATION QUESTIONS:

1. Organization Type : LLC, Partership, Non-Profit
2. Applicant legal name
3. Federal EIN
4. Trade name
5. Business phone
6. Mailing address - where you receive mail now
7. Business address - physical address of business
8. Main contact name or verification - accountant or consultant
9. Alternate way to contact you -
10. Business Activity - what do you do
11. Number of Employees - pre disaster
12. Date business established
13. Current management since - month and year
14. Amount estimated loss - these are property questions. Enter ? In boxes
15. Insurance coverage - Company name / agent / phone / policy #
16. Owner info - for each entity owning over 20%
17. Questions about past history of judgements ,leins, etc for each owner over 20%



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FORM 1368 FINANCIAL DETAILS FOR EXPENSES AND LOSS:

Monthly breakdown of expenses (3 year history)

○This area also asks for a narrative or “story” describing what your fixed expenses, variable costs and other financial drains on your business.

Financial Forecast

○This area also asks for a “narrative”-this is where you tell you story...explain what your challenges are during this disaster

You may also submit you own financial balance sheets, cash flow and projections in the area where “upload additional information” later in the application process.

THIS IS ANOTHER AREA WHERE YOU WILL NEED A SCANNER OR ELECTRONIC VERSION OF YOUR ADDITIONAL INFORMATION OR FINANCIAL SPREADSHEETS -SO YOU MAY UPLOAD THEM TO THE ONLINE APPLICATION.



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LINKS TO SBA APPLICATION FORMS FOR REFERENCE:SOLE SOLE PROPRIETOR Application Form Links

- [SBA Form 5C](#). Download, print loan application and complete.
[SBA Form 5C \(en Español\)](#)
- [IRS Form 4506-T](#). Download, Print form and complete or complete version online and print. Please see instructions.
[IRS Form 4506-T Instructions](#). Follow example to complete form.
[IRS Form 4506-T Instructions \(en Español\)](#)
- [PUERTO RICO ONLY: Modelo SC 2907: Release of Inheritance and Donation \(en Español\)](#)
[PUERTO RICO ONLY: Hacienda Statement of Authorization](#)

SBA Disaster Business Loan Application (paper forms)

Below are instructions for the SBA Disaster Business Loan Application (paper forms). Please see attachments below to download corresponding forms.

SMALL BUSINESS Application Form Links

- [SBA Form 5](#). Download, print loan application and complete.
[SBA Form 5 \(en Español\)](#)
- [SBA 159D](#). Fee Disclosure Form and Compensation Agreement.
- [SBA Form 1368](#). Download, print form and complete.
[SBA Form 1368 \(en Español\)](#)
- [SBA Form 413D Personal Financial Statement](#). Download, print form and complete or complete version online and print.
[SBA Form 413D Personal Financial Statement \(en Español\)](#)
- [IRS Form 4506-T](#). Download, Print form and complete or complete version online and print. Please see instructions.



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- [**IRS Form 4506-T Instructions**](#). Follow example to complete form.
- [**IRS Form 4506-T Instructions \(en Español\)**](#)
- [**SBA Form 2202 Schedule of Liabilities**](#). Print form and complete. This is a suggested format for the Schedule of Liabilities. The information contained in this schedule is a supplement to your balance sheet and should balance to the liabilities presented on that form. If you need assistance please see instructions.
- [**SBA Form 2202 Schedule of Liabilities Instructions**](#). Follow examples 1 through 8 for requested information. You may use your own form if you prefer. Any format is acceptable as long as it includes the information included in the instructions.
- [**SBA Form 2202 Schedule of Liabilities \(en Español\)**](#)