

STEP 1:

Apply online or by mail for Disaster Assistance loan.

1. **Apply online:** disasterloan.sba.gov/ela
2. **By Mail:** U.S. Small Business Administration
Processing & Disbursement
14925 Kingsport Road, Fort Worth, TX 76155

Step 2:

Required Documentation

Compile the following documents for your application. *All Maine counties have been approved for assistance.*

For Sole Proprietors

1. **Application Form**
If applying online, complete [registration and Loan Application via SBA website](#). If you are applying by mail, you will need to fill out [SBA Form 5- Disaster Business Loan](#).
2. **[IRS Form 4506-T](#)**
This form must be completed and signed by you, the business owner, and by each principal owning more than 20%, each general partner or managing member, and for any owner who has more than 50% ownership in an affiliate business.

For All Other Organization Types:

1. **Application Form**
If applying online, complete [registration and Loan Application via website](#). If applying by mail, provide [Disaster Business Loan Application \(SBA Form 5\)](#).
2. **[IRS Form 4506-T](#)**
This form must be completed and signed by you, the applicant business, each principal owning more than 20%, each general partner or managing member and for any owner who has more than 50% ownership in an affiliate business.
3. **Federal Income Tax Returns**
Complete copies which include all schedules of the most recent Federal income tax returns for the applicant business. If you do not have these available, please provide an explanation.
4. **Personal Financial Statement: [SBA Form 413](#)**
This form must be completed, signed, and dated by the applicant (if a sole proprietorship), by each principal owning 20% or more of the business, by each general partner, or managing member.

5. **Schedule of Liabilities listing all fixed debts:** [SBA Form 2202](#)

Please note that you may use your own form if you prefer- this form is intended to supplement your balance sheet.

6. **Additional information may be required after submission to the SBA.**

Including but not limited to are some examples below:

- Year-end Profit & Loss report
- Current year-to-date profit and loss
- [SBA Form 1368](#) providing monthly sales figures