



# Applying for SBA Economic Injury Disaster Loans (EIDLs)

**U.S. Small Business Administration (SBA)  
Baltimore District Office (BDO)**

[www.sba.gov/md](http://www.sba.gov/md)

@SBA\_Baltimore

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Economic Injury Disaster Loans (EIDLs)**  
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The SBA is now offering **low-interest, long-term federal disaster loans for working capital** to organizations suffering substantial economic injury as a result of the COVID-19 pandemic.

All Maryland small business are eligible to apply for these loans.

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These **Economic Injury Disaster Loans (EIDLs)** are specifically available to the following organizations directly affected by the disaster:

- Small businesses within the *SBA Size Standards* (visit <https://www.sba.gov/size>)
- Small agricultural cooperatives & aquaculture businesses
- Private non-profit organizations (regardless of size)

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## What are some types of organizations that are ineligible to receive an Economic Injury Disaster Loan?

- **Religious organizations**
- **Charitable organizations**
- **Gambling concerns** (i.e., businesses that derive more than 1/3 of their annual gross revenue from legal gambling activities)

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## **How much can I borrow?**

- Eligible entities may qualify for loan amounts of **up to \$2 million.**
- Interest rates on this disaster loan are **3.75 % for small businesses** and **2.75 % for non-profit organizations.**
- Terms of up to 30 years are available with **the first payment due 12 months after funds are issued.**

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## How can I use EIDL funds?

- These are **working capital loans** that may be used to **pay fixed debts, payroll, accounts payable, and other bills** that could have been paid had the disaster not occurred.
- Economic Injury Disaster Loans help entities stay afloat during the declared disaster, ready to “restart” their operations once circumstances allow.
- EIDLs are **not meant for business expansion.**

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## General Loan Approval Criteria

**Credit History** – Applicants must have a credit history acceptable to the SBA.

**Repayment Ability** – The SBA must determine that the applicant business has the ability to repay the Economic Injury Disaster Loan.

**Eligibility** – The applicant business must be physically located in a disaster-designated area and have suffered working capital losses due to the declared disaster.



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## What are the collateral requirements?

- Economic Injury Disaster Loans of **over \$25,000 require collateral.**
- The SBA takes real estate as collateral when it is available.
- The **SBA will not decline a loan for lack of collateral** but requires borrowers to pledge what is available.
- Given the severity of the COVID-19 pandemic and its economic impacts, the **SBA will make reasonable efforts to work with applicants toward a favorable decision.**





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The following slides are to help Maryland small businesses and private non-profits access the official website, register as a new user, and start the process to apply for an SBA Economic Injury Disaster Loan (EIDL).

It is **STRONGLY** suggested that once you register, download and/or print out the application forms, familiarize yourself with what information is required, complete the forms manually, and then submit your application packet online.

***WE URGE EVERYONE TO HAVE A COMPLETE APPLICATION  
UP FRONT BEFORE SUBMITTING ONLINE***

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**If your application packet is incomplete, it will be set aside.** You will be notified of what is missing and your application will stay in suspense until all the necessary information is received. **YOU WILL THEN GO TO THE END OF THE QUEUE.**

**Questions?**

[disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov)

**800-659-2955** (7am to 9pm ET)

Hard-of-hearing customers can call 800-877-8339

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Click below or copy and paste into your browser:

<https://disasterloan.sba.gov/ela/>

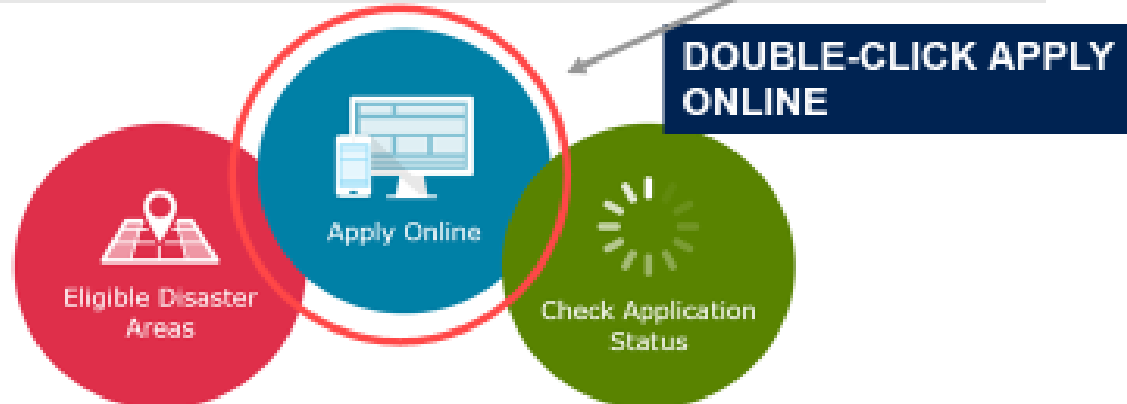
Proceed to the instructions on the following slides.

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## Disaster Loan Application Portal (DLAP)

DOUBLE-CLICK ON THE LINK TO ACCESS  
THE SITE

<https://disasterloan.sba.gov/ela/>



# Applying for SBA Economic Injury Disaster Loans (EIDLs) Baltimore District Office

## Register

From this page  
you can:

1) Begin a new  
application by  
clicking on  
Register

2) Return to  
complete a  
started  
application by  
inputting a user  
name and  
password

**SBA** U.S. Small Business Administration

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[Loan Information](#) [Search Declarations](#) [Apply Online](#)

## Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

[Login](#) **Register** [Password Reset](#)

### Disaster Loan Assistance - Login

\* **User Name**

\* **Password**

**System Requirements**  
The recommended browser is Internet Explorer 10 or later.

- If you have dial-up Internet service, you may experience delays.
- You must have cookies and JavaScript enabled.
- You should allow pop-up messages.
- You must have Adobe Reader installed.

**Notice - Terms of Use**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implied expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Small Business Administration (SBA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

Access or use of the computer system by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SBA personnel, law enforcement personnel (including the OIG), and/or authorized officials of other agencies, both domestic and foreign. Unauthorized use of, or exceeding authorized access to, this system is prohibited and may constitute a violation of 18 U.S.C. § 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

**PLEASE NOTE:** Your responses to the requested information are required in order to obtain a benefit under our Disaster Loan Program. However, you are not required to respond to any collection of information unless it displays a currently valid OMB control number.

# Applying for SBA Economic Injury Disaster Loans (EIDLs) Baltimore District Office

## Complete Registration Information

On page 1 of the registration, pay close attention to the sections with an \* these sections must be completed. It is important that a good email address and cell

To advance to the next page, go next

On page 2 of the registration you will create your unique user-name and password. When creating your security questions, make sure to use information you won't likely forget. If your password ever requires a reset, you would need this

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**SBA Disaster Business Loan Application Paper Forms  
(Slide 1 of 4)**

**Tip:** *Download paper forms first (itemized under "SBA Disaster Business Loan Application" and on the following set of slides). Complete these forms manually before entering the information online.*

Click below or copy and paste into your browser:

[https://disasterloan.sba.gov/ela/  
Information/PaperForms](https://disasterloan.sba.gov/ela/Information/PaperForms)

# Applying for SBA Economic Injury Disaster Loans (EIDLs) Baltimore District Office

## SBA Disaster Business Loan Application Paper Forms (Slide 2 of 4)



## Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

### Disaster Loan Application Paper Forms

If you are in a declared disaster area and have suffered any disaster related damage you may be eligible for federal disaster assistance. Homeowners and Renters must register with the Federal Emergency Management Agency to obtain a FEMA Registration ID Number by calling 1-800-621-3362. You can [apply for a disaster loan online](#).

#### → SBA Disaster Home / **Sole Proprietor Loan Application** (paper forms)

Please see attachments below to download corresponding forms.

- **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.

- **SBA Form 5** Download print loan application and complete



# Applying for SBA Economic Injury Disaster Loans (EIDLs) Baltimore District Office

## SBA Disaster Business Loan Application Paper Forms (Slide 3 of 4)

**SBA Form 5C** (application for sole proprietors ONLY) Download, print loan application and complete.

[SBA Form 5C \(en español\)](#)

**SBA Form 5** (application for non-sole proprietors: LLCs, etc.)

Download, print loan application and complete.

[SBA Form 5 \(en español\)](#)

**SBA 159D** (fee disclosure form and compensation agreement)

**SBA Form 1368** (monthly sales history) Download, print form and complete.

[SBA Form 1368 \(en español\)](#)

**SBA Form 413D Personal Financial Statement** (for all 20% or more owners) Download, print form and complete.

[SBA Form 413D Personal Financial Statement \(en español\)](#)

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## **SBA Disaster Business Loan Application Paper Forms (Slide 4 of 4)**

**IRS Form 4506-T** (follow separate instructions) Download, print form and complete.

### **IRS Form 4506-T Instructions**

**IRS Form 4506-T Instructions (en español)**

**SBA Form 2202 Schedule of Liabilities** (follow separate instructions) 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 these instructions.

**SBA Form 2202 Schedule of Liabilities (en español)**

### **EIDL Supporting Information (P-019)**

# Applying for SBA Economic Injury Disaster Loans (EIDLs)

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## Apply Online

### Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Hello, Chadwick



Double Click on "Apply Online"

MSA.gov      3-Step Loan Process      FEMA Disaster Assistance

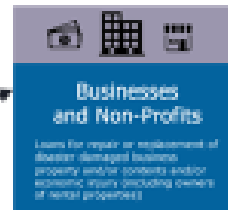


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### Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

Loan Type Selection



Double Click on Business and Non Profit

MSA.gov      3-Step Loan Process      FEMA Disaster Assistance

# Applying for SBA Economic Injury Disaster Loans (EIDLs) Baltimore District Office Business Type

**SBA** U.S. Small Business Administration

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## Disaster Loan Assistance

Federal Disaster Loans for Businesses, Private Nonprofits, Homeowners, and Renters

**Disaster Loan Application** [Save](#)

### Business Losses

**\*Please select the type of organization that best describes your business.**

- Sole-Proprietor (including individuals with income properties)
- Corporation
- Partnership
- Private Non-Profit Organization (e.g. religious, charitable, community organizations)
- Limited Partnership
- Trust
- Limited Liability Entity (LLC, LLP, etc.)

**\*Are you applying for: (check all that apply)**

- Real Property (including Leasehold Improvements)
- Business Contents (Machinery & Equipment, Furniture & Fixtures, and Other Business Assets, i.e. Inventory)
- Economic Injury (EIDL)
- Military Reservist Economic Injury (MREIDL)

If you log out or close your browser now you will need to restart your application.

[Previous](#) [Next](#)

SBA.gov 3-Step Loan Process FEMA Disaster Assistance

Loan type is  
EIDL

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Continue filling out all the necessary online forms & **SAVE your data frequently!** If you encounter trouble with the system:

- Make sure you entered your state and county correctly
- **NOTE:** Sole proprietorship is the first option under organization type (which is often missed!)
- **Only click on EIDL** under “Are you applying for”
- Otherwise, please wait and try again, as our systems attempt to manage unprecedented activity levels.
- If you encounter problems uploading your forms, try using a different web browser.

*For help with the EIDL application process, please contact SBA’s **Disaster Customer Service Center at 800-659-2955** (7am to 9pm ET) or email [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov). Deaf and hard-of-hearing customers can contact 800-877-8339.*

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Follow us on Twitter @SBA\_Baltimore for real-time updates and program notices. Sign up to receive email announcements at <https://www.sba.gov/updates>; be sure to include your preferred email address and local zip code.

*For detailed information on all SBA programs and services related to COVID-19, visit*

<https://www.sba.gov/coronavirus> or  
<https://www.sba.gov/page/coronavirus-covid-19-orientacion-y-recursos-de-prestamos-para-pequenas-empresas> (en español).

*For information on all COVID-19 federal programs, visit*  
<https://www.usa.gov/coronavirus> or  
<https://www.usa.gov/espanol/coronavirus> (en español).

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# Local Assistance

SBA Resource Partners (offering free business counseling) are available to help you with disaster assistance or general business assistance.

Offices are closed due to social distancing, but counseling is available by phone, email or video chat.

For more information, visit:

SCORE <https://www.score.org/coronavirus-sba-loans>

MD SBDC <http://www.mdsbdc.umd.edu/>

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***Thank You!***