April 6, 2020

Are you a small business affected by the COVID-19 pandemic?

If so, you may be eligible to apply for an Economic Injury Disaster Loan (EIDL) of up to $2 million. The SBA customer service number is: 800-659-2955.

To apply for these loans, it is essential you gather critical information related to your business:

- Your Federal Employment Identification Number (FEIN) (or SSN if you are a sole proprietor without an Employer Identification Number (EIN)).
- Date your business was established.
- Business Address.
- Contact information for all management personnel (Name, Title, Address, Phone, Date of Birth and SSN).
- Copies of your three most recent Federal Income Tax Returns, including all schedules. (If you have not filed three, gather the ones you have filed.) - If you do not have this information, please complete IRS form 4506-T.
- A current balance sheet (dated within 90 days).
- A current personal financial statement (dated within 90 days) for each owner having a 20% or greater interest in the business. You may use SBA form 413 as a template, and SBA form 2202 as a liability worksheet.
- A copy of the most recent Federal Income Tax Return (including all schedules) for each owner having a 20% or greater interest in the business, and each affiliate (parent business, subsidiary, etc.).
- A signed copy of IRS Form 8821 for each owner and each affiliate (signed by authorized individual for the affiliate).
- If your insurance policy covers part of your loss, the name and telephone number of your agent, the policy number, and the name of the insurance company.

Economic Injury Disaster Loan Application: https://covid19relief.sba.gov/#/