



U.S. SMALL BUSINESS ADMINISTRATION DISASTER LOAN ASSISTANCE Applications by Businesses with an Employer Identification Number (EIN)

The Capital Innovation & Technology Institute is developing a series of Guides to assist small businesses in obtaining money from government disaster relief programs in response to the COVID-19 Pandemic. The Institute has prepared this Quick Guide as a free tool to help small businesses survive the COVID-19 Pandemic by gaining access to capital.

THIS QUICK GUIDE IS FOR SMALL BUSINESSES THAT HAVE OBTAINED AN EMPLOYER IDENTIFICATION NUMBER FOR THEIR BUSINESS AND NOT FOR A SOLE PROPRIETORSHIP DOING BUSINESS UNDER THEIR OWN NAME OR A TRADE NAME THAT IS REPORTING THEIR INCOME ONLY USING THEIR SOCIAL SECURITY NUMBER. A SEPARATE LOAN APPLICATION PROCESS IS REQUIRED FOR SOLE PROPRIETORSHIPS.

QUICK GUIDE

To apply for a small business loan for disaster relief from the U.S. Small Business Administration, do the following:

1. Gather and prepare information

You will need to gather all information need to complete the forms. This information will include:

- Contact and identification information for the business
 - Business name, trade name
 - Address, phone number
 - Business activity and sub-activity (select from drop down menu)
 - Employer Identification Number (EIN)
 - Date of business start
 - Date since last change in ownership
 - Type of legal entity (select from drop down menu)
 - Number of employees
- Financial information
 - Income over last 12 months
 - Cost of goods sold over last 12 months
- Contact and identification information on each business owner
 - Name
 - Address, phone number, email address
 - Title
 - Ownership percentage
 - Social security number
 - Date of birth, place of birth
- If a person was engaged to represent the business in submitting the application to the SBA, the contact information for that person and authorization to contact that person

2. File Online

Go to the SBA at: <https://covid19relief.sba.gov/#/>

Complete the online form.

As of this date, email and mail in applications may not be possible.

3. Review by SBA and Loan Approval

Upon completion of the Application, it will be reviewed by the SBA.

You may be required to submit additional information later in order to complete your application.

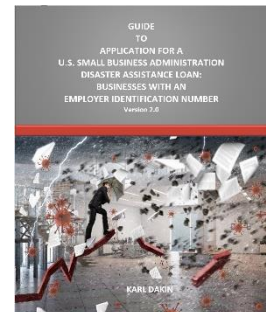
The length of time necessary for the SBA to review your application is unknown.

You may qualify for a \$10,000 advance on your loan within 3 days following approval of your loan.

The Capital Innovation & Technology Institute has published a complete Guide to obtaining an SBA Disaster Assistance Loan with additional information on the loan process, step by step instructions, links to additional resources and to application case studies.

You may purchase a copy of the **GUIDE TO APPLICATION FOR A U.S. SMALL BUSINESS ADMINISTRATION DISASTER ASSISTANCE LOAN** at:

<http://www.CapitalInnovation.Institute/Pandemic>



The Guide is not a government publication. A small business may apply for a disaster assistance loan without the purchase of the Guide. Use of the Guide does not assure that a small business will obtain an SBA loan.

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