



Checklist of Documents Needed for SBA Economic Injury Disaster (EIDL) Loan Application

Revised March 16, 2020; Subject to Change

To speed up the process, Colorado small business owners should apply online in the U.S. Small Business Administration (SBA)'s Disaster Loan Application Portal at <https://disasterloan.sba.gov/ela/>. The electronic loan application will be screened by the SBA processing center when it is received.

An EIDL Loan Toolkit is being developed by the Colorado Small Business Development Center (SBDC) Network to give small business owners guidance in the loan process, answers to questions and tools to navigate the loan application process. You can find this at <https://www.coloradosbdc.org/covid/>.

If you have a small business in Colorado that has been affected by the COVID-19 disaster, the Colorado SBDC Network – 15 Centers throughout the state -- provides one-on-one consulting assistance at no cost to your business. Our consultants and partners including the SBA provide services to assist with disaster loan applications, long term planning, insurance navigation, physical and economic loss estimations, business preparedness and more. Go to [https://www.coloradosbdc.org/what-we-do/consulting/and Request Assistance](https://www.coloradosbdc.org/what-we-do/consulting-and-Request-Assistance).

Checklist

These items must be submitted for all applications

- **Loan application** (SBA Form 5), completed and signed (this is electronic/online in the portal)
- **Tax Information Authorization** (IRS Form 4506-T), completed and signed by each applicant, each principal owning 20 percent or more of the applicant business, each general partner or managing member; and, for any owner who has more than 50 percent ownership in an affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management
- Complete copies, including all schedules, of the most recently filed **Federal income tax returns** for the applicant business; an explanation if not available
- **Personal Financial Statement** (SBA Form 413) completed, signed, and dated by the applicant, each principal owning 20 percent or more of the applicant business, and each general partner or managing member
- **Schedule of Liabilities** listing all fixed debts (SBA Form 2202 may be used)

All of these forms are available in the Disaster Loan Application Portal: <https://disasterloan.sba.gov/ela/>