**SBA EIDL (Injury Disaster Loans) Preparation Checklist**

1. **NOW** . . . is the best time to start the application process while getting required documents together
2. Business overview, staff, names and compensation, daily revenue, weekly, monthly and annually (client traffic amounts)
3. Calculate the estimated amount needed for the loan amount. Consider 6 months to 1 year of labor rates, business expenses (sellable/consumable) and payroll taxes if possible
4. Governor has to request it to be offered in the state, but you can still start the process at SBA.gov/disaster.com
5. If you’re confused, SBA has free, confidential, technical management counseling through the nationwide network of SCORE chapters, small business development centers, women’s business development centers, and veteran’s business outreach centers
6. Understand that not every business qualifies.
7. The criteria are always stringent however, there is a new relaxed approach on the criteria
8. There is a number on the website to walk you through the process
9. Use the SBA fact sheets to get through the process (found on website)
10. SBA has a lender finder tool to create a lender match - Free. Ask a SCORE mentor or SBA rep.
11. Time to gather typical loan info at this point
* SBA forms 5, 2202, 413, 1368 (can be found on-line)
* IRS form 4506T (can be found on-line)
* Most recent federal income tax returns for principals, general partners, managing members & affiliates - include tax schedules
* May need year end P&Ls (income statements)
* 6 months of bank statements if tax returns haven’t been filed

**Sub-Prime Loans for Non-Qualifying Business Owners**

* 6 months reserve is the recommendation
* Profit & Loss statements
* Cash Flow statements
* Bank statements
* Business overview