Applying for SBA Disaster Loans (EIDL)

Richmond, VA District Office

Richmond, VA District Office – 804.771.2400
www.sba.gov/va
@SBA_Virginia
Applying for SBA Disaster Loans (EIDL)

The following slides are designed to assist Virginia Small Businesses in applying for the Economic Injury Disaster Loans offered through SBA.

PLEASE NOTE: This is to assist you in getting to the website, registering and starting the process. We STRONGLY suggest that once you are registered, you download and/or print out the application, familiarize yourself with what is needed, do it manually and then submit online.

WE WANT YOU TO HAVE A COMPLETE APPLICATION UP FRONT.

If the application is incomplete it will be set aside. You will be notified of what is missing and it will stay there until they receive the new information; then YOU GO TO THE BACK OF THE QUEUE!

So take your time and make sure it is complete. We will be here to assist where we can, but given the district’s limited staffing, we can’t run through an entire application with every Virginia business. We are working with the state and our partners to provide more in-depth help.

Do not 2nd guess the process, ignore the “credit elsewhere” statement.

Everyone Should Apply!!

https://disasterloan.sba.gov/ela
Filing Requirements

Electronic Loan Application (Form 5)
Electronic Loan Application (Form 5C) Sole Proprietorship Only
Tax Authorization (Form 4506-T) 20% Owners
Most recent Business Tax Return (Your most recent is ok, but you’ll need a 2019 Financial Statement).
Personal Financial Statement (Form 413) 20% Owners
Schedule of Liabilities (Form 2202)
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Click below or copy and put in Browser:

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

Then follow the instructions on the slides.
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Disaster Loan Application Portal (DLAP)

DOUBLE-CLICK ON THE LINK TO ACCESS THE SITE
https://disasterloan.sba.gov/ela/

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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 phone number are correct.

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 information.

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Apply Online

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贷款类型是EIDL

https://disasterloan.sba.gov/ela
Request for Transcript of Tax Return - Download / Upload

If you chose to deliver a copy this alert will appear. And you will no longer be able to upload information. The document will have to be submitted offline.

**ALERT - Documents Required**

This is a required document. The signed copy of this document must be manually delivered to the SBA by one of the methods specified for your region as outlined on the document delivery options link on this page.

Be sure to include your full name and application number on all correspondence submitted to the SBA.

**NOTE:** You may still submit your application online, however, the approval process WILL NOT BEGIN until this document has been provided to the SBA.

**I Understand**

**Scan and attach your signed Request for Transcript of Tax Return (IRS Form 4506-T).**

- **File Name**

- **Upload**

- **OR**

- **Attached file must be an unprotected file in PDF format less than 38MB.**

If you are unable to attach a signed copy of the printed document, you may skip this step and submit it offline by other methods outlined in the document delivery options page.

The signed paper document must be received by the SBA before processing of your application can begin.

**I agree to deliver a copy of the completed document to the SBA.**
Once the application is successfully submitted you will get this page. In the right hand corner a message indicator will appear. The message confirms submittal of the application.
Other Tips

• Save Save Save!

• If you upload multiple forms at once, separate with a blank page

• Complete paper documents and upload in an off-peak hour (7pm-7am)

• Save your application number, password and username.

• Message Center

• Fax Number: 202-481-1505

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- At this point you will just follow along and fill out the necessary forms, etc.
- If you are having trouble with first getting in, i.e. it is not recognizing the county and/or state:
  - Make sure you entered your type of business AND clicked on EIDL only under the “Are you applying for:” section.
  - Otherwise, please wait a while and try again. Disaster is moving as fast as it can, but each state and individual county needs to be entered. Like everything else with Covid-19, this level of activity was never anticipated.
- For Help, you can reach out to SBA’s Disaster Customer Service Center at (800) 659-2955 or email disastercustomerservice@sba.gov or the Richmond, VA District Office at (804) 771-2400

Follow us on Twitter @SBA_Virginia for real-time updates and program notices. Additional information will be posted on the SBA Richmond, VA District Office webpage at www.sba.gov/va.

Together, we will do all we can to get through this. Good Luck and be safe!

Sincerely,

Carl Knoblock, District Director, and the Staff of the Richmond, VA District Office

https://disasterloan.sba.gov/ela
Coronavirus Information Resources

For detailed information on SBA programs about the coronavirus, please visit: www.sba.gov/coronavirus

For information on all federal programs, visit www.usa.gov/coronavirus or www.gobierno.usa.gov/coronavirus (en Español).