



Application Guide to: Small Business Administration Economic Injury Disaster Loan Coronavirus Pandemic

Updated March 30, 2020

SBA is offering low-interest federal disaster loans for working capital to small businesses and private nonprofit organizations that are suffering substantial economic injury as a result of the Coronavirus. If you are a New York State-based business, we can help guide you through this loan process. If you are based in another state, go [here](#) to see if your state qualifies.

Before beginning your application, you will need:

- Profit & loss statement between January 1, 2019 and January 31, 2020.
- To begin the application, visit covid19relief.sba.gov

Once you have submitted your application, a Loan Officer from SBA will contact you. They may ask you for any of the following forms or additional information listed below (in order of priority), so **it is recommended that you prepare these while your application is being reviewed.**

- Federal tax return for past year, or request your tax transcript from the IRS ([IRS Form 4506-T](#)).
- Schedule of Liabilities, [SBA form 2202](#).
- Personal Financial Statement, [SBA form 413D](#) - each principal owning 20% or more of the applicant business, each general partner or managing member should complete this.
- Monthly sales figure, [SBA Form 1368](#).
- Supporting Information, use your profit and loss statement and [complete Form P-019](#).