



**Newburyport
Bank**

JOURNEY WELL

Preparedness Program Update: We Are Here to Help
Helping our customers and employees journey well.

March 20, 2020

Message to Our Customers

Dear Customer:

We know these are challenging times and we want you to know we are here to help. The U.S. Small Business Administration (SBA) recently announced its deployment of Economic Injury Disaster Loans for communities that received a disaster declaration. There is a lot of information out there and we thought it would be helpful to outline the basic program information and how to apply below.

What: Working capital loans up to \$2 million that may be used to pay fixed debts, payroll, accounts payable, and other bills that could have been paid had the disaster not occurred.

Who: MA and NH small businesses who have suffered substantial economic injury as a result of the Coronavirus (COVID -19).

Where: Apply online at www.sba.gov/disaster

Don't forget to rely on your local partners (Small Business Development Centers, SCORE) to help guide you through. To find local assistance in your area visit: www.sba.gov/local-assistance

See the attached Economic Injury Disaster Loan checklist to get started.

Stay well,

Stephanie D. Santos
Vice President, Business Banking Manager



SBA's Economic Injury Disaster Loan Application

Applicants are encouraged to apply online using the Electronic Loan Application (ELA) via SBA's secure website at <https://disasterloan.sba.gov/ela>

Paper loan applications can be downloaded from www.sba.gov/disaster

Note: Although a paper application and forms are acceptable, filing electronically is easier, faster and more accurate; Completed paper applications should be mailed to:

U.S. Small Business Administration
Processing and Disbursement Center
14925 Kingsport Road
Fort Worth, TX 76155

Disaster loan information and application forms may also be obtained by calling the SBA's Customer Service Center at 800-659-2955 /(800-877-8339 for the deaf and hard-of-hearing) or by sending an email to disastercustomerservice@sba.gov

EIDL Filing Requirements

1. Electronic Loan Application ([SBA Form 5](#))
2. Electronic Loan Application ([SBA Form 5C](#)) – Sole Proprietorship Only
3. Tax Authorization ([IRS Form 4506-T](#)) 20% Owners/GP/50% Affiliate
4. Most recent 3 Years of Business Tax Return(s)
5. Personal Financial Statement ([SBA Form 413](#)) 20% Owners/GP
6. Schedule of Liabilities ([SBA Form 2202](#))
7. **Other information that may be requested:**
 - a) Complete copy, including all schedules, of the most recent Federal income tax return for principals, general partners or managing member, and affiliates (see filing requirements for more information).
 - b) If the most recent Federal income tax return has not been filed, a year-end profit-and-loss statement and balance sheet for that tax year
 - c) A current year-to-date profit-and-loss statement
 - d) Additional Filing Requirements ([SBA Form 1368](#)) providing monthly sales figures.