

ASSESSING *Recovery*

ECONOMIC INJURY DISASTER LOANS FOR THE TRAVEL AND TOURISM INDUSTRY

U.S. TRAVEL
ASSOCIATION®



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U.S. TRAVEL
ASSOCIATION®



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U.S. Small Business
Administration

COVID EIDL Program Updates **Effective September 8, 2021**

COVID EIDL – Loan Component Benefits

The loan product offered via the COVID EIDL program is the remaining small business COVID recovery option. It is beneficial to small business owners due to its

- **Generous Terms:** 3.75% interest + 30-year repayment horizon + 2 years deferment
- **Reduced Repayment Burden:** 30 years with 2 years deferment results in relatively smaller monthly payments versus market alternatives (\$10,000 COVID EIDL = monthly repayment of less than \$50 a month)
- **Flexible Use:** Small businesses can use COVID EIDL funds on any normal operating expenses and working capital, including paying business debt
- **Accessible Application:** COVID EIDL is obtained directly through the SBA, requiring no external financial institution for a small business to apply for and obtain funds

COVID EIDL Policy Changes

The below policy changes are all effective as of September 8, 2021:

	COVID EIDL Policy Change	Impact
1	Increase cap from \$500K to \$2M “Exclusivity Period:” No approval of loans greater than \$500,000 until Oct. 8, 2021	Higher loan amounts available
2	Allow for use of funds to be applied to payment and prepayment of commercial debt and regularly-scheduled payments of federal debt	Increase use of funds flexibility
3	Allow for 24 months of deferment from loan origination for all loans (existing loans with less than 24-month deferment will be adjusted)	SBA automatically defers for 24 months from loan origination
4	Affiliation requirements simplified: An affiliate is a business that you control or in which you have 50% or more ownership	Simplifies affiliation rules for all industries
5	Created additional way to meet program size standards for businesses assigned a NAICS code beginning with 61, 71, 72, 213, 3121, 315, 448, 451, 481, 485, 487, 511, 512, 515, 532, or 812, AND that have no more than 500 employees per physical location AND that have no more than 20 locations AND that meet all other COVID EIDL eligibility requirements	Includes industries uniquely impacted by COVID-19 and continue to experience significant economic hardship
6	Added \$10 million limit on maximum aggregate COVID EIDL loans to a single corporate group. Entities are part of a single corporate group if they are majority owned, directly or indirectly, by a common parent	Introduces maximum cap on corporate groups

COVID EIDL Changes 1 to 3 - Terms Green = changes

Loan Amount	\$1,000 to \$25,000		>\$25,000 to \$500,000	>\$500,000 to \$2 million
Interest	3.75% (business) 2.75% (non-profit)			
Repayment Period	30 years			
Deferment	Up to 24 months (for all loans) – <i>SBA will adjust deferment on loans that did not receive 24 months</i>			
Requirements	Minimum Credit Score: 570 Collateral: None Personal Guarantee: None	Minimum Credit Score: 570 Collateral: >\$25,000 UCC-1 Personal Guarantee: >\$200,000	Minimum Credit Score: 625 Collateral: UCC-1 and business real estate Personal Guarantee: >\$200,000	
Use	Normal operating expenses <ul style="list-style-type: none">• Payroll• Rent• Inventory, raw materials, variable costs• Commercial Debt (payment and prepayment)• Federal Debt (includes Guaranteed and Direct Loan) (regularly scheduled payments) Working capital			

COVID EIDL Changes 4 to 6

Affiliation rules simplified to model RRF

- **Prior:** Applicant required to consider affiliation based on ownership, stock options, convertible securities, etc. which is traditionally completed by lenders
- **Change:** COVID EIDL to match RRF definition of an affiliated business

Expand methods of eligibility for industries hit hard by COVID to meet program size standards

- **Prior:** A business met SBA Size Standards
- **Change:** Business can now meet COVID EIDL size standards if they fall into certain NAICS codes (that represent industries significantly impacted by COVID), employ not more than 500 employees per physical location, and together with affiliates have no more than 20 locations

Creates limit on total loans to a single corporate group

- **Prior to Change:** No limit
- **Change:** Entities that are part of a single corporate group may not receive COVID EIDL loans in aggregate of more than \$10 million

COVID EIDL Change 5

NAICS	Industry
61	Educational Services
71	Arts, Entertainment and Recreation
72	Accommodation and Food Services
213	Support Activities for Mining
315	Apparel Manufacturing
448	Clothing and Clothing Accessories Stores
451	Sporting Good, Hobby, Book and Music Stores
481	Air Transportation
485	Transit and Ground Passenger Transportation
487	Scenic and Sightseeing Transportation
511	Publishing Industries (except Internet)
512	Motion Picture and Sound Recording Industries
515	Broadcasting (except Internet)
532	Rental and Leasing Services
812	Personal and Laundry Services
3121	Beverage Manufacturers

- 500 or fewer employees per physical location
- 20 or fewer locations (including locations of affiliates)

External: >\$500K Exclusivity Timeframe

New COVID EIDL Applicant

A new COVID EIDL applicant can pursue one of two paths:

1. \$500K Immediately and then >\$500K

1. Verify eligibility requirements met via FAQs
2. Complete EIDL Intake Form via sba.gov/eidl
3. Sign up for and complete application via SBA portal
4. Receive decision within three weeks
5. If approved, follow adjacent steps for a COVID EIDL increase for >\$500K funds

2. Apply for >\$500K Immediately

1. Verify initial and additional eligibility requirements met via FAQs
2. Complete EIDL Intake Form via sba.gov/eidl
3. Sign up for and complete application via SBA portal

COVID EIDL Increase >\$500K

For an applicant that has already received COVID EIDL funds and is eligible to increase their loan to >\$500K, they can apply following the below steps

1. Verify initial and additional eligibility requirements met via FAQs
2. Log into account on SBA portal (**do not apply for another loan**) to submit loan modification
3. Receive decision after October 8th or within 1.5 months of application submission

Application Details

The below timelines assume the applicant responds quickly to the SBA for any information requests and in completing each step of the process.

Scenario	Timeline
COVID EIDL Application for any funds <\$500K	3 Weeks
COVID EIDL Application for any funds >\$500K	6 Weeks
COVID EIDL Application for <\$500K and then an increase for >\$500K Funds	3 Weeks + 6 Weeks = 9 Weeks

Required Documents

For loan modification applications, it is possible they will not need to submit standard documents again

Standard document requirements

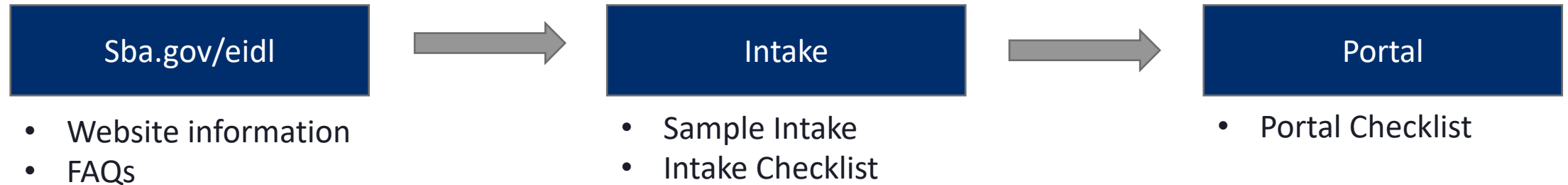
- Federal Income Taxes
- IRS Form 4506-T

Additional Documents for >\$500K

- ODA Form P-022 – Standard Resolution
- SBA Form 2202 – Schedule of Liabilities
- List of Real Estate Owned
- SBA Form 413 – Personal Financial Statement

Application Resources

Small businesses apply for COVID EIDL directly through the SBA via sba.gov/eidl where there will be the below resources for each step of the application process:





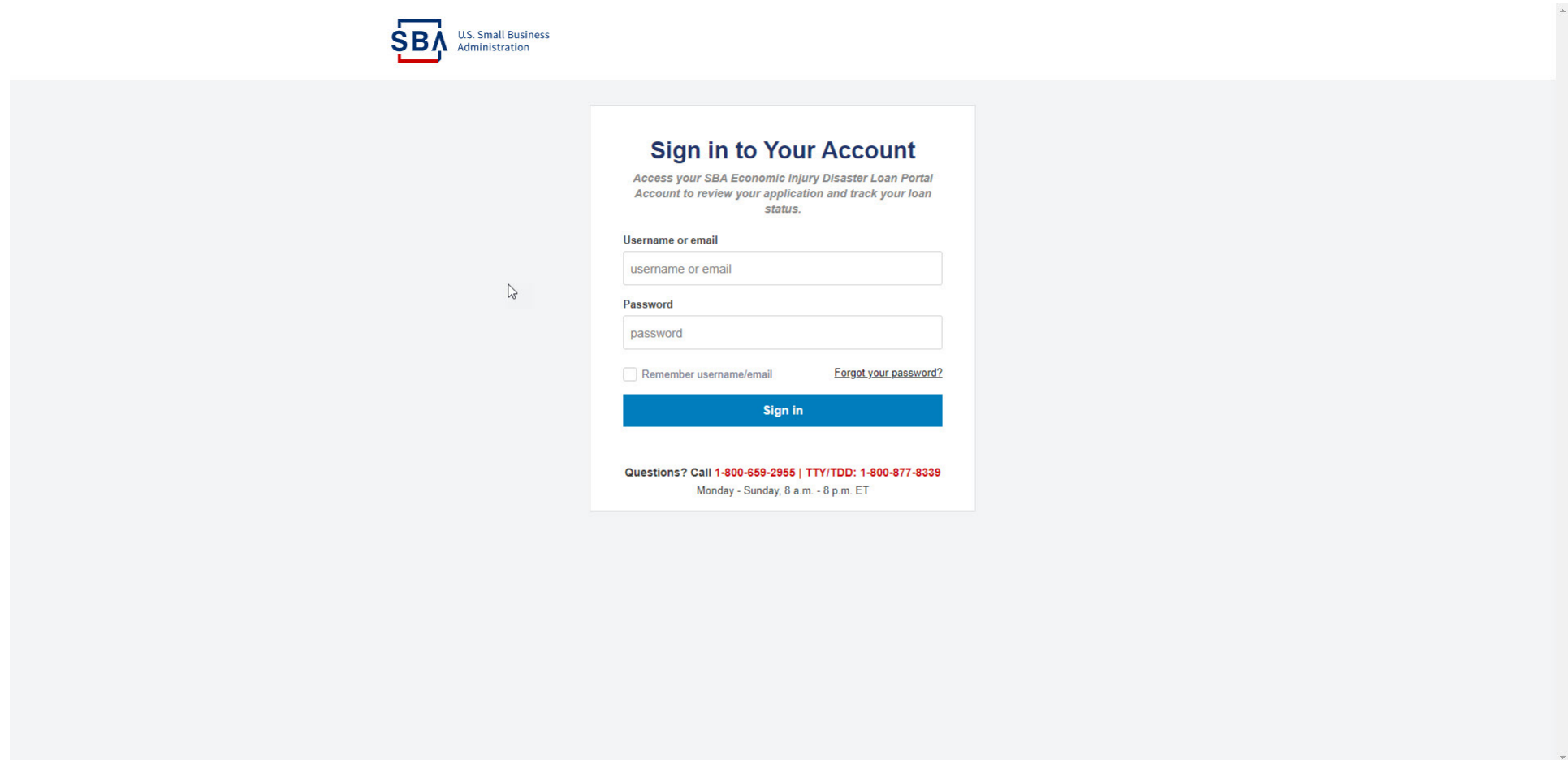
U.S. Small Business
Administration

COVID EIDL Portal Instructions

1. After completing the COVID EIDL Intake Application Form, Applicant receives email prompting them to set up a portal account for the SBA COVID EIDL Application from disastercustomerservice@sba.gov (add sba.gov to safe-sender list)
2. Enter email and create password (review and note credentials for future use)
 1. Password must contain at least 6 characters: 1 upper case letter, 1 lower case letter, and 1 number
3. Two-factor authentication will be initiated via email

A screenshot of a web form titled 'Create an Account'. The form is centered on a light gray background. At the top, the title 'Create an Account' is in bold blue text. Below it, a subtitle reads 'Continue to your SBA Economic Injury Disaster Loan application.' in a smaller, italicized font. The form contains three input fields: 'E-mail' (with a mouse cursor icon above it), 'Password', and 'Confirm password'. Each field has a placeholder text. Below the 'Confirm password' field is a blue button labeled 'Create Account'. At the bottom of the form, there is a link 'Already have an account? Sign in.' and contact information: 'Questions? Call 1-800-659-2955 | TTY/TDD: 1-800-877-8339' and 'Monday - Sunday, 8 a.m. - 8 p.m. ET'.

1. Once your account has been created, sign into your account using your email and password combination
2. Applicant email is the only option for a username – **Future portal log-ins will all be with email being the username**



The screenshot shows the SBA Economic Injury Disaster Loan Portal sign-in page. At the top left is the SBA logo with the text "U.S. Small Business Administration". The main heading is "Sign in to Your Account". Below this is a subheading: "Access your SBA Economic Injury Disaster Loan Portal Account to review your application and track your loan status." The form contains two input fields: "Username or email" with the placeholder text "username or email", and "Password" with the placeholder text "password". Below the password field is a checkbox labeled "Remember username/email" and a link "Forgot your password?". A blue "Sign in" button is positioned below these fields. At the bottom of the form, it says "Questions? Call 1-800-659-2955 | TTY/TDD: 1-800-877-8339" and "Monday - Sunday, 8 a.m. - 8 p.m. ET".

SBA U.S. Small Business Administration

Sign in to Your Account

Access your SBA Economic Injury Disaster Loan Portal Account to review your application and track your loan status.

Username or email
username or email


Password
password

☐ Remember username/email [Forgot your password?](#)

Sign in

Questions? Call **1-800-659-2955** | TTY/TDD: **1-800-877-8339**
Monday - Sunday, 8 a.m. - 8 p.m. ET

1. After logging in, applicant will see loan quote, and steps to complete in order to submit the loan application for processing
2. Applicant Status is Eligible
3. Eligible Loan Amount is displayed
4. Applicant needs to click Review and Accept amount to pick a loan amount (**click under the loan #, not the green button, which under the \$350,000 in this example**)

Paul Brown ▾

APPLICATION > PROCESSING > FUNDING

Your Quote

Status: **Eligible**
\$350,000
[Review and Accept the Amount](#)

Status

You are eligible. Please review the loan amount

Steps to Complete

Verify Identity Additional Information Needed	Continue
Electronic Disbursement Completed	Edit
Upload Documents Not Started	Start
Review and Sign Documents Not Started	Start

BUSINESS PROFILE [Change Business](#)


Application #: 10333

Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

Questions?
Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. Applicant then confirms the loan request amount using the “slider” tool or **types the loan amount in the text box**
2. If the applicant is choosing the maximum loan amount, be sure the slider is dragged completely to the right and the loan amount depicted in the red and white boxes matches the desired and qualified loan amount
3. Applicant’s new total monthly payment amount can be seen in the bottom right of the “Loan Breakdown” section
4. Applicant clicks Accept

 U.S. Small Business Administration

Paul Brown ▾

Home

Select Amount

\$350,000.00

Amount of Loan

\$350,000

\$1,000

\$350,000

Choose loan amount between **\$1,000.00** and **\$350,000.00**.

LOAN BREAKDOWN

Term	Interest Rate	Payment Frequency
30 Year(s)	3.75%	Monthly
Repayment Start	Third Party Filing Fee	Payment Amount
24 Months After Closing	\$100.00	\$1,803.00

NOTE TO APPLICANT: Selecting a loan amount does not mean that your loan has been approved. Further review of the application will be conducted.

Loan Disclosure
Loan Security Requirement: (i) \$1000 to \$25,000: Unsecured loan (ii) \$25,001 to \$200,000: Loan secured with all business assets (iii) \$200,001 and above: Loan secured with all business assets and Personal guarantees(Personal guarantees are not required for non-profit entities.).

AcceptCancel

BUSINESS PROFILE

[Change Business](#)

Application #: 10333

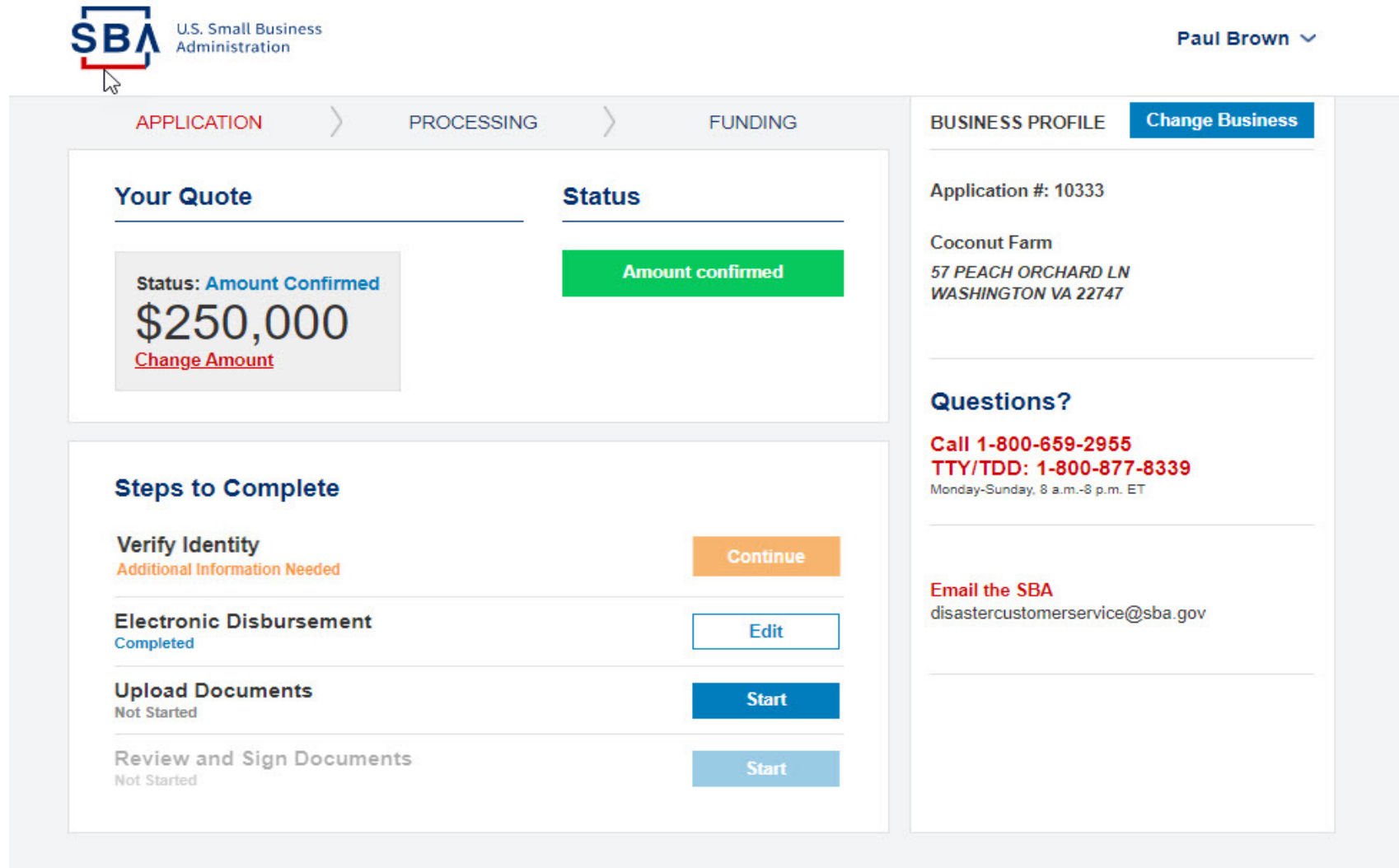
Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

Questions?

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TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. After accepting the desired loan amount, the applicant sees what steps still need to be completed within the portal
2. Applicant clicks continue to verify their identity in the portal



The screenshot displays the SBA loan application portal interface. At the top left is the SBA logo with the text 'U.S. Small Business Administration'. At the top right, the user's name 'Paul Brown' is shown with a dropdown arrow. Below the header, there are three tabs: 'APPLICATION' (highlighted in red), 'PROCESSING', and 'FUNDING'. The main content area is divided into two columns. The left column contains two sections: 'Your Quote' and 'Steps to Complete'. The 'Your Quote' section shows a status of 'Amount Confirmed' and a loan amount of '\$250,000' with a 'Change Amount' link. The 'Steps to Complete' section lists four steps: 'Verify Identity' (Additional Information Needed) with a 'Continue' button, 'Electronic Disbursement' (Completed) with an 'Edit' button, 'Upload Documents' (Not Started) with a 'Start' button, and 'Review and Sign Documents' (Not Started) with a 'Start' button. The right column contains a 'BUSINESS PROFILE' section with a 'Change Business' button, showing application details like 'Application #: 10333' and 'Coconut Farm'. Below this is a 'Questions?' section with contact information: 'Call 1-800-659-2955', 'TTY/TDD: 1-800-877-8339', and 'Email the SBA' with the email address 'disastercustomerservice@sba.gov'.

SBA U.S. Small Business Administration

Paul Brown ▾

APPLICATION > PROCESSING > FUNDING

Your Quote

Status: Amount Confirmed

\$250,000

[Change Amount](#)

Status

Amount confirmed

Steps to Complete

Verify Identity Additional Information Needed	Continue
Electronic Disbursement Completed	Edit
Upload Documents Not Started	Start
Review and Sign Documents Not Started	Start

BUSINESS PROFILE [Change Business](#)

Application #: 10333

Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

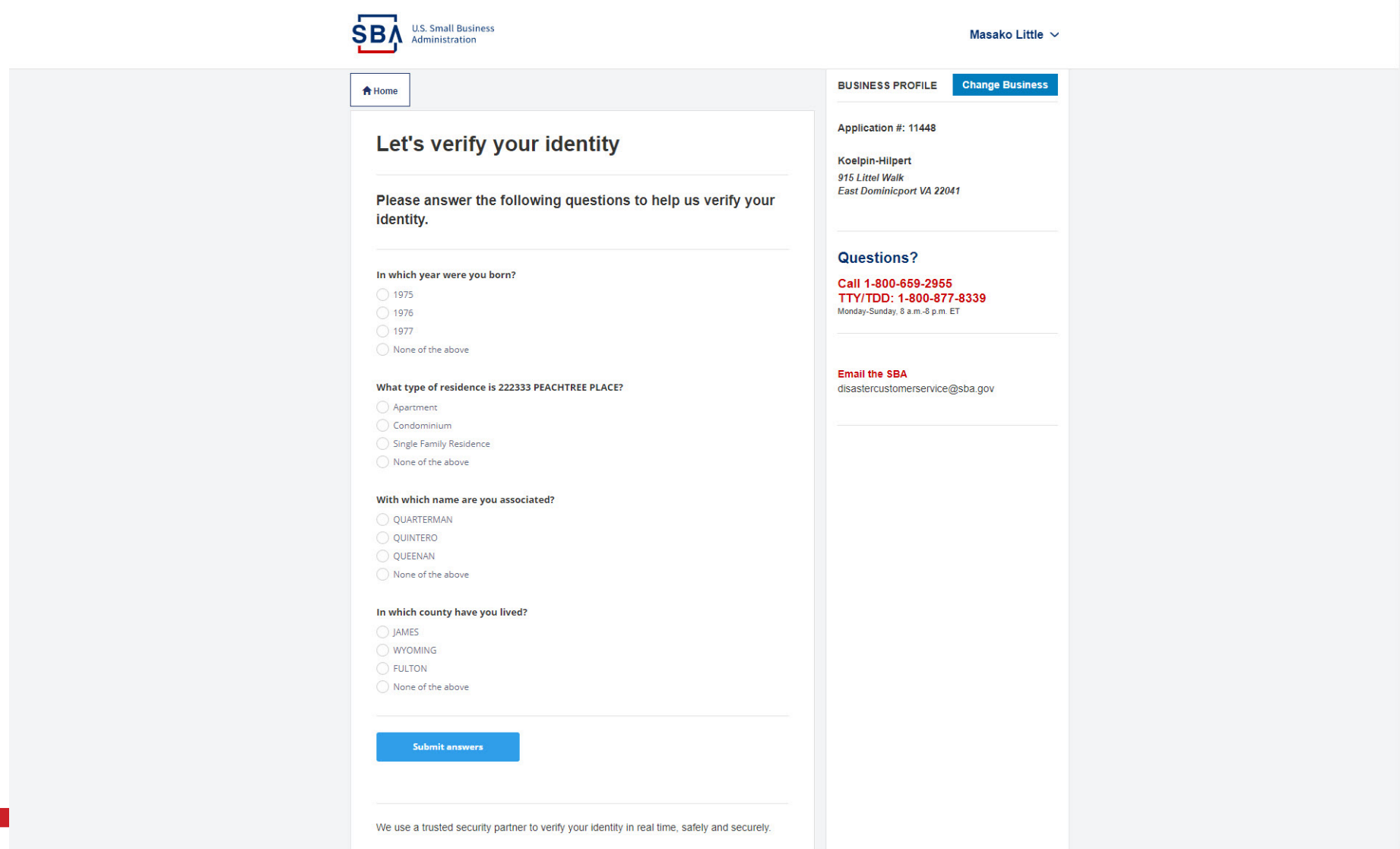
Questions?

Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. The applicant verifies their identity by answering questions with answers drawn from their personal credit history and other verified documentation

Note: Should identify verification fail, please continue the process and an SBA representative will contact you



The screenshot shows the SBA's identity verification interface. At the top, the SBA logo and 'U.S. Small Business Administration' are on the left, and a user profile 'Masako Little' is on the right. A 'Home' button is visible. The main heading is 'Let's verify your identity'. Below it, a prompt asks the user to answer questions for verification. There are four question sections, each with radio button options: 1. 'In which year were you born?' with options 1975, 1976, 1977, and 'None of the above'. 2. 'What type of residence is 222333 PEACHTREE PLACE?' with options Apartment, Condominium, Single Family Residence, and 'None of the above'. 3. 'With which name are you associated?' with options QUARTERMAN, QUINTERO, QUEENAN, and 'None of the above'. 4. 'In which county have you lived?' with options JAMES, WYOMING, FULTON, and 'None of the above'. A blue 'Submit answers' button is at the bottom of the form. To the right, a 'BUSINESS PROFILE' section shows 'Application #: 11448' and address details for Koelpin-Hilpert. Below that, contact information is provided: 'Call 1-800-659-2955', 'TTY/TDD: 1-800-877-8339', and 'Email the SBA' with the email address 'disastercustomerservice@sba.gov'. A footer note states: 'We use a trusted security partner to verify your identity in real time, safely and securely.'

SBA U.S. Small Business Administration

Masako Little ▾

Home

Let's verify your identity

Please answer the following questions to help us verify your identity.

In which year were you born?

☐ 1975

☐ 1976

☐ 1977

☐ None of the above

What type of residence is 222333 PEACHTREE PLACE?

☐ Apartment

☐ Condominium

☐ Single Family Residence

☐ None of the above

With which name are you associated?

☐ QUARTERMAN

☐ QUINTERO

☐ QUEENAN

☐ None of the above

In which county have you lived?

☐ JAMES

☐ WYOMING

☐ FULTON

☐ None of the above

Submit answers

Use a trusted security partner to verify your identity in real time, safely and securely.

BUSINESS PROFILE [Change Business](#)

Application #: 11448


Koelpin-Hilpert
915 Little Walk
East Dominickport VA 22041

Questions?

Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. Electronic Disbursement information was submitted in the Intake Application Form. Here, that information can be updated.

Steven Stuard ▾

[Home](#)

Electronic Disbursement

Tell us where we should send the funds.

BANK INFORMATION

* - These fields are required.

Bank Name *

Wells Fargo

Name On Account *

User test demo

Account Number *

025331525

Routing Number *

021000021

Continue

BUSINESS PROFILE

Change Business

Application #: 10093

User test demo
100 test street
Rovkville MD 20850

Questions?
Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. Once identity verification is complete, applicant clicks “start” next to Upload Documents step
2. Documents needed for the loan application are found in “Upload Documents”. Some required documents will have a link where the applicant can download the blank form to their device
3. Applicant must upload documents listed to submit the loan application

SBA U.S. Small Business Administration

Masako Little ▾

[Home](#)

Upload Documents

In order to process your application, we'll need you to upload some documents.

2019 Business Tax Return	Drop files here to upload	Required
SBA Form – Resolution Document	Drop files here to upload	Required

[Continue](#)

BUSINESS PROFILE [Change Business](#)

Application #: 11448

Koelpin-Hilpert
915 Littel Walk
East Dominicport VA 22041

Questions?

Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. Applicant clicks “Sign” to complete the tax return transcript request (4506-T)
 2. Upon clicking “Sign”, the applicant will see the 4506-T screen. Once the 4506-T screen has been signed, it is sent to the IRS to obtain tax information
- Note:** If the browser has a pop-up blocker turned on, this step may not work until it is turned off

The screenshot displays the SBA U.S. Small Business Administration website interface. At the top left is the SBA logo and 'U.S. Small Business Administration'. At the top right is the user name 'Masako Little' with a dropdown arrow. Below the header, there is a navigation bar with a 'Home' button. The main content area is titled 'Documents' and contains the following text: 'Please sign the following document(s) to continue with your application.' Below this, it says 'You can e-sign these documents:'. There is a list item 'Request for tax return transcript' with a blue checkmark icon and a 'Sign' button next to it. At the bottom of the list is a 'Continue' button. On the right side of the page, there is a 'BUSINESS PROFILE' section with a 'Change Business' button. Below this, it shows 'Application #: 11448' and the business address: 'Koelpin-Hilpert, 915 Little Walk, East Dominickport VA 22041'. There is also a 'Questions?' section with contact information: 'Call 1-800-659-2955', 'TTY/TDD: 1-800-877-8339', and 'Monday-Sunday, 8 a.m.-8 p.m. ET'. At the bottom of the right sidebar, there is an 'Email the SBA' section with the email address 'disastercustomerservice@sba.gov'.

1. All “Steps to Complete” show completed in blue
2. “Submit for Processing” blue button appears
3. Click to submit for processing



Paul Brown ▾

APPLICATION > PROCESSING > FUNDING

Your Quote

Status: Amount Confirmed
\$250,000
[Change Amount](#)

Status

[Submit for processing](#)

Steps to Complete

Verify Identity Completed	View
Electronic Disbursement Completed	Edit
Upload Documents Completed	Edit
Review and Sign Documents Completed	Edit

BUSINESS PROFILE [Change Business](#)

Application #: 10333

Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

Questions?
Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. Click submit to confirm submission. This will submit your application for processing. Please note, once submitted no edits can be made.

The screenshot shows the SBA U.S. Small Business Administration application interface. At the top, the SBA logo and 'U.S. Small Business Administration' are on the left, and the user name 'Paul Brown' with a dropdown arrow is on the right. Below the header, there are three tabs: 'APPLICATION' (highlighted in red), 'PROCESSING', and 'FUNDING'. To the right of these tabs is a 'BUSINESS PROFILE' section with a 'Change Business' button. The main content area is divided into two columns. The left column has a 'Your Quote' section showing 'Status: Amount Confirmed' and '\$250,000' with a 'Change Amount' link, and a 'Status' section with a 'Submit for processing' button. The right column shows 'Application #: 10333', business details for 'Coconut Farm' at '57 PEACH ORCHARD LN WASHINGTON VA 22747', and contact information under 'Questions?'. A 'Steps to Complete' section on the left lists 'Verify Identity' (Unsuccessful), 'Electronic Disbursement' (Completed), 'Upload Documents' (Completed), and 'Review and Sign Documents' (Completed) with an 'Edit' button. A modal dialog titled 'Submit for Processing' is centered on the screen, containing the text 'This will submit your application for processing.' and two buttons: 'Submit' and 'Cancel'.

SBA U.S. Small Business Administration

Paul Brown ▾

APPLICATION > PROCESSING > FUNDING

BUSINESS PROFILE [Change Business](#)

Application #: 10333

Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

Questions?
Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

SBA
customerservice@sba.gov

Your Quote

Status: Amount Confirmed
\$250,000
[Change Amount](#)

Status
[Submit for processing](#)

Steps to Complete

Verify Identity
Unsuccessful

Electronic Disbursement
Completed

Upload Documents
Completed


Review and Sign Documents
Completed [Edit](#)

Submit for Processing

This will submit your application for processing.

[Submit](#) [Cancel](#)

1. Application enters "Processing" stage

Paul Brown ▾

APPLICATION > PROCESSING > FUNDING

Your Quote

Status: Amount Confirmed
\$250,000

Status

Your application is being processed

Steps to Complete

Verify Identity Completed	View
Electronic Disbursement Completed	Edit
Upload Documents Completed	Edit
Review and Sign Documents Completed	Edit

BUSINESS PROFILE [Change Business](#)

Application #: 10333

Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

Questions?

Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov



1. While Processing if the amount is changed/resized (Either by the system as a result of discrepancy in tax return or by the Loan Officer impacting the eligible loan amount), the applicant is sent an email
2. When the applicant logs in, they need to review and accept the amount one more time for the updates/ resized amount



Paul Brown ▾

APPLICATION > PROCESSING > FUNDING

Your Quote

Status: Amount Changed
\$200,000
[Review and Accept the Amount](#)
As a result of new information the previous amount has changed. Please review and accept the new amount.

Status

Your application is being processed

Steps to Complete

Verify Identity <small>Completed</small>	View
Electronic Disbursement <small>Completed</small>	Edit
Upload Documents <small>Completed</small>	Edit
Review and Sign Documents <small>Completed</small>	Edit

BUSINESS PROFILE [Change Business](#)

Application #: 10333

Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

Questions?
Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. Applicant needs to review and accept the amount one more time for the updated/resized amount. For Applicants desiring a lower amount, the loan must be updated/resized by contacting an SBA Loan Officer.



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[Home](#)

Select your amount

SBA has updated the loan amount based on gathered information including tax transcript information

Get a **\$200,000** loan

Term	Interest Rate	Payment Frequency
30 Year(s)	3.75%	Monthly

Select

Repayment Start	Third Party Filing Fee
24 Months After Closing	\$100.00

Loan Disclosure

Loan Security Requirement: (i) \$1000 to \$25,000: Unsecured loan (ii) \$25,001 to \$200,000: Loan secured with all business assets (iii) \$200,001 and above: Loan secured with all business assets and Personal guarantees(Personal guarantees are not required for non-profit entities.).

Accept

Cancel

BUSINESS PROFILE

[Change Business](#)

Application #: 10333

Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

Questions?

Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. Once review is finished and if loan is approved, closing docs are generated. Applicant will receive an email instructing them to log-in to the portal
2. Status depicts approval message
3. Applicant needs to sign the closing documents for the loan to fund



U.S. Small Business
Administration

Paul Brown ▾

APPLICATION > PROCESSING > FUNDING

Your Quote

Status: Amount Confirmed
\$200,000

Status

Your application has been approved

Steps to Complete

Verify Identity
Completed

View

Electronic Disbursement
Completed

Edit

Upload Documents
Completed

Edit

Review and Sign Documents
Additional Information Needed

Continue

BUSINESS PROFILE

Change Business

Application #: 10333

Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

Questions?
Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

1. Applicant clicks “start” next to review and sign documents to enter DocuSign process
2. Applicant reads relevant document, checks “I agree to use electronic records and signatures” and executes the document package

The screenshot shows the SBA's DocuSign interface. At the top, the SBA logo and "U.S. Small Business Administration" are on the left, and the user name "Masako Little" with a dropdown arrow is on the right. A "Home" button is in the top left of the main content area. The main heading is "Please e-sign the following document(s)". Below this, it says "Please Review & Act on These Documents" and "DocuSign". A placeholder image for a document is shown with the text "Electronically sign closing document". A blue bar contains a yellow arrow pointing right, the text "Please read the Electronic Record and Signature Disclosure.", a checkbox labeled "I agree to use electronic records and signatures.", a "CONTINUE" button, and a dropdown menu labeled "OTHER ACTIONS". Below this bar, there are two sections: "CAREFULLY READ THE LA&A:" with a paragraph about loan terms, and "SIGNING THE LA&A:" with instructions and a bulleted list. The list includes: "Sign your name exactly as it appears on the LA&A. If typed incorrectly, you should sign with the correct spelling.", "If your middle initial appears on the signature line, sign with your middle initial.", "If a suffix appears on the signature line, such as Sr. or Jr., sign with your suffix.", and "Corporate Signatories: Authorized representatives should sign the signature page." Below the list is a line of text: "Your signature represents your agreement to comply with the terms and conditions of the loan." At the bottom, the DocuSign logo is on the left, and "Change Language - English (US)" and "Copyright © 2021 DocuSign Inc. | V2R" are on the right.

SBA U.S. Small Business Administration

Masako Little ▾

Home

Please e-sign the following document(s)

Please Review & Act on These Documents DocuSign

Electronically sign closing document

Please read the Electronic Record and Signature Disclosure.
☐ I agree to use electronic records and signatures. CONTINUE OTHER ACTIONS ▾

CAREFULLY READ THE LA&A:
This document describes the terms and conditions of your loan. It is your responsibility to comply with ALL the terms and conditions of your loan.

SIGNING THE LA&A:
All borrowers must sign the LA&A.


- Sign your name exactly as it appears on the LA&A. If typed incorrectly, you should sign with the correct spelling.
- If your middle initial appears on the signature line, sign with your middle initial.
- If a suffix appears on the signature line, such as Sr. or Jr., sign with your suffix.
- Corporate Signatories: Authorized representatives should sign the signature page.

Your signature represents your agreement to comply with the terms and conditions of the loan.

DocuSign

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1. Funds initiate disbursement process after a Loan Officer approves the funds and once the applicant signs the documents.
2. When status moves from Funding to Funded, the loan is disbursed.



Paul Brown ▾

APPLICATION > PROCESSING > **FUNDING**

Your Quote

Status: **Funded**
\$200,000

Status

Funds have been disbursed to your account.

Request more funds

Steps to Complete

Verify Identity
Completed

View

Electronic Disbursement
Completed

View

Upload Documents
Completed

View

Review and Sign Documents
Completed

View

BUSINESS PROFILE **Change Business**

Application #: 10333

Coconut Farm
57 PEACH ORCHARD LN
WASHINGTON VA 22747

Questions?
Call 1-800-659-2955
TTY/TDD: 1-800-877-8339
Monday-Sunday, 8 a.m.-8 p.m. ET

Email the SBA
disastercustomerservice@sba.gov

A desert landscape with a white text box overlay. The background shows a sandy desert floor with sparse, low-lying shrubs and a single, thin, vertical tree trunk in the lower-left foreground. The sky is a deep blue with wispy, light-colored clouds. The text box is a solid white rectangle centered horizontally and vertically, containing two lines of text.

FIND MORE RESOURCES ON FUNDING AND RELIEF HERE:

USTRAVEL.ORG/RELIEFRESOURCES