

Other Servicing Request

(First Time Deferment/First Time Temporary Payment Reduction - not to exceed 3 months)/Next Due Date Change)

In order for the Small Business Administration to process your request for assistance on the SBA loan, **please provide the following required information as itemized below.**

ATTENTION:

Submission of these requirements does not constitute an automatic approval of any assistance and SBA retains all its rights to collect on the subject SBA loan.

Collection efforts currently in process will continue until SBA receives the items above and SBA approves, in writing, your request for assistance arrangement.

Once **complete** package is received, the SBA will have a response to your request within 30 business days. Additional documentation may be required for thorough analysis.

NOTE: If your SBA loan is serviced at the SBA's National Disaster Loan Resolution Center (NDLRC), you will be required to submit the items listed under the "Workout" requirement letter for any assistance request.

GENERAL REQUIREMENTS (For All Loan Types):

1. A detailed letter from the borrower(s) and/or guarantor(s) (if any) signed and dated explaining your current or recent financial hardship.
 - a) If you are disabled or have a medical emergency, a doctor's statement is required concerning the status of your health.
 - b) If unemployed, provide a copy of your dismissal notice from your employer and/or unemployment benefits letter.
2. Borrower's Consent to Verify Information and 3rd Party Authorization ([Birmingham Form](#), [El Paso Form](#)), signed by all SBA borrower(s) and/or guarantor(s) (if any).
3. If your loan is **secured by Real Estate property**, please submit:
 - a) Proof that all property taxes are paid current on all collateral parcel(s);
 - b) A copy of the Hazard Insurance Declaration page for all collateral parcel(s), naming SBA as Loss Payee;
 - c) A copy of the Flood Insurance Declaration page, if property in a Special Flood Hazard Area (SFHA), for all collateral parcel(s), naming SBA as Loss Payee.

Packages can be electronically uploaded or sent via regular mail:

(1) Electronic upload:

- a. [Upload to Birmingham DLSC](#)
- b. [Upload to El Paso DLSC](#)

(2) Regular mail: Mail to the appropriate center:

- a. US SBA, Birmingham DLSC – 2 North 20th St., Suite #320, Birmingham, AL 35203
- b. US SBA, El Paso DLSC - 10737 Gateway West, Suite #300, El Paso, TX 79935