

Resolution Team Assistance Requirements

For the Small Business Administration (SBA) to consider your request, **please provide the following required information as indicated below.**

ATTENTION:

Submission of these requirements **DOES NOT** constitute an automatic approval and the SBA retains all its rights to collect on the subject SBA loan.

Once a **complete** package is received, the SBA will have a response to your request within 7 business days. **Additional documentation may be required** for thorough analysis. Collection efforts currently in process will continue until the SBA receives all requested items and approves, in writing, your request.

GENERAL REQUIREMENTS: All Borrowers and/or Guarantors are required to provide the following for all applicable sections:

Provide the Following for All Loan Types:

- Signed and dated detailed letter or email explaining your current or recent financial hardship
 - If you are disabled or have a medical emergency, a doctor's statement is required concerning the status of your health
 - If unemployed, provide a copy of your dismissal notice from your employer and/or unemployment benefits letter
- Completed, signed, and dated Third-Party Authorization [Authorization Form](#)
- Completed, signed, and dated Financial Statement of Debtor, [SBA Form 770](#)
- Copies of Federal Income Tax Returns (all schedules) for the last two (2) years. If a current tax return was not filed, submit a copy of the tax extension form and W-2 form(s).
- Copies of the most recent pay stubs dated with last 60 days. If a recipient of Social Security or SSI (Supplemental Security Income), provide a copy of the current SSA/SSI award letter, and a copy of the most recent SSA/SSI check stubs, or, if check stubs are unavailable, a copy of the bank statement reflecting the SSA/SSI benefits.
- If your SBA loan is secured by a **First Mortgage** on your Real Estate property, please submit the following:
 - A copy of the Flood Insurance Declaration page, if the property is in a Special Flood Hazard Area (SFHA), for all collateral parcel(s) naming SBA as loss payee.
- Other required documents: _____

Provide the Following for Business Loans:

- Copies of the latest Federal Income Tax Returns (all schedules) for the last two (2) years. If a current tax return was not filed, submit a copy of the tax extension form.
- Year-to-Date financial statements including a **current** balance sheet and profit & loss statement (**within 90 days**).

Please return by email to birminghamdlsc@sba.gov or fax 202-481-0292.