



# U.S. SMALL BUSINESS ADMINISTRATION

## **WORKOUT REQUEST REQUIREMENTS** **DISASTER INFORMATION**

**For the U.S. Small Business Administration (SBA) to consider a *possible Work-Out Option* request, the below documentation must be provided. Borrowers and/or Guarantors have 15 calendar days to submit a completed packet. Completed packets will be reviewed by the proper SBA office. Incomplete packets will result in a delay in processing.**

### **ATTENTION:**

Submission of these requirements does not constitute an automatic approval of any workout agreement and the SBA retains all its rights to collect on the subject SBA loan. Any commitment made by the SBA will be provided separately in writing.

**Note:** If SBA is in the process of foreclosing on the real estate used to secure your SBA loan, you must contact the SBA employee in the SBA's National Disaster Loan Resolution Center (NDLRC) named in your foreclosure letter to discuss this matter. As to non-bankrupt borrowers/guarantors in foreclosure, collection efforts currently in process will continue until SBA's NDLRC receives the required documentation and approves your request for assistance in writing. There will be no refunds of any offset(s) by the U.S. Department of Treasury during this period.

**Collection efforts currently in process will continue until the SBA receives all requested items and approves, in writing, your request for a workout option arrangement.** Additional documentation may be required for thorough analysis.

### **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. Completed, signed and dated Consent to Verify Information and 3<sup>rd</sup> Party Authorization ([Borrower Authorization](#)) for all SBA borrower(s) and/or guarantor(s) (if any).
3. Completed, signed and dated Financial Statement of Debtor, [SBA Form 770](#) for all qualified borrower(s) and/or guarantor(s) (if any). The request will be withdrawn if these forms are incomplete.
4. Copies of filed Federal Income Tax Returns (all schedules) for the last two (2) years from all borrower(s) and guarantor(s) (if any). If current tax return was not filed, submit a copy of your tax extension form and W-2 form(s).
5. Copies of the most recent pay stubs for the past (2) months from all borrower(s) and guarantor(s) (if any). If any are a recipient of Social Security, provide a copy of the current SSA/SSI award letter, and a copy of the most recent SSA/SSI check stubs or bank statement reflecting the SSA/SSI benefits.
6. 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, (Windstorm, if required) 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.

**Additional requirements for Business Loans:**

1. Copies of the latest filed Federal Income Tax Returns (all schedules) for the last two (2) years. (If current tax return was not filed, submit a copy of your tax extension form).
2. Year-to-Date financial statements including the balance sheet and profit & loss statement current within 90 days.
3. Current Monthly Debt Schedule for business or use SBA [Form 2202](#).

*Please submit the above required information to the US Small Business Administration at the appropriate **Disaster Loan Servicing Center** as shown below.*

*Complete information packages may be E-Mailed, Mailed, Faxed or Uploaded. Please only use ONE option, and follow-up to verify receipt.*

**Birmingham Disaster  
Loan Servicing Center**

2 North 20<sup>th</sup> Street, Suite 320  
Birmingham, AL 35203  
Toll Free Phone: (800) 736-6048  
Fax: (202) 481-0292  
E-mail: [Birminghamdlsc@sba.gov](mailto:Birminghamdlsc@sba.gov)  
[Upload to Birmingham DLSC](#)

**El Paso Disaster  
Loan Servicing Center**

1545 Hawkins Boulevard, Suite 202  
El Paso, TX 79925  
Toll Free Phone: (800) 487-6019  
Fax: (202) 481-5105  
Email: [ElPasoDLSC@sba.gov](mailto:ElPasoDLSC@sba.gov)  
[Upload to El Paso DLSC](#)

**National Disaster  
Loan Resolution Center**

200 West Santa Ana Blvd., Ste., 740  
Santa Ana, CA 92701-4134  
Toll Free Phone: (855) 788-3154  
Fax: (Liquidation) (714) 569-1630  
Email: [NDLRC.Packages@sba.gov](mailto:NDLRC.Packages@sba.gov)  
[Upload to Santa Ana NDLRC](#)