

WORK-OUT

In order for the Small Business Administration to process a Workout 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 workout agreement 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 specified below and SBA approves, in writing, your request for a workout arrangement.

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.

GENERAL REQUIREMENTS (For All Loan Types):

1. A letter from the borrower(s) and/or guarantor(s) (if any) signed and dated explaining your 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](#), [Santa Ana Form](#)) signed by all SBA borrower(s) and/or guarantor(s) (if any).
3. Completed, signed and dated Financial Statement of Debtor, [SBA Form 770](#).
4. Copies of latest Federal Income Tax Returns (all scheduled) for the last two (2) years.
5. Provide a copy of your two (2) most recent pay stubs from the borrower(s) and guarantor(s) (if any). If you are a recipient of Social Security, provide a copy of your current SSA/SSI award letter, and a copy of your most recent SSA/SSI check stub.
6. If your loan is secured by Real Estate property, please submit:
 - a) Proof that all property taxes are current on all collateral parcel(s);
 - b) A copy of the Hazard Insurance Declaration page for all collateral parcel(s);
 - c) A copy of the Flood Insurance Declaration page, if property in a Special Flood Hazard Area (SFHA), for all collateral parcel(s)

ADDITIONAL REQUIREMENTS (For Business Loans):

7. Interim financial statement - balance sheet and profit & loss statement **current within 90 days.**

Packages can be electronically uploaded or sent via regular mail:

- (1) Electronic upload:

- a. [Upload to Birmingham DLSC](#)
- b. [Upload to El Paso DLSC](#)
- c. [Upload to Santa Ana NDLRC](#)

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

- a. US SBA, Birmingham DLSC – 801 Tom Martin Drive, Suite #120, Birmingham, AL 35211
- b. US SBA, El Paso DLSC - 10737 Gateway West, Suite #300, El Paso, TX 79935
- c. US SBA, Santa Ana NDLRC - 200 W Santa Ana Blvd, Suite #180, Santa Ana, CA 92701