U.S. SMALL BUSINESS ADMINISTRATION
COVID EIDL SERVICING CENTER

CESC RELEASE OF GUARANTOR REQUEST REQUIREMENTS

ATTENTION:
This requirements letter is not a commitment by the SBA. Any commitment made by the SBA will be provided separately in writing. Approval of any request may be conditioned on curing defaults and correcting any collateral deficiencies or issues with loan documents and/or payment of material monetary consideration.

A ***Release*** of one Guarantor(s) does not release the Original Borrower(s) and/or any Guarantor(s) from liability. Additional documentation may be required for thorough analysis.

For the U.S. Small Business Administration (SBA) to consider a *Release of Guarantor* request, the below documentation must be provided.

GENERAL REQUIREMENTS:

1. A **Letter** signed and dated by all interested individuals detailing the request.
2. Completed, signed and dated Consent to Verify Information and 3rd Party Authorization (Borrower Authorization) for all SBA borrower(s) and/or guarantor(s) (if any). (hyperlink to fillable PDF)
3. Copies of the previous two years' **Federal Tax Returns** for the business.
4. Most recent **YTD Profit and Loss Statement** for the business.
5. Current Personal Financial Statements for all current and any substitute guarantors
6. Copies of the previous two years' personal **Federal Tax Returns** for all current and any substitute guarantors
7. SBA Form 912 for any substitute guarantors.
8. If the business is permanently closed, provide **Dissolution Paperwork or Final Tax Returns**.
9. **Proof of Insurance** as required by the SBA Loan Authorization and Agreement

*Please submit the above required information to the US Small Business Administration at the **Covid EIDL Servicing Center** as shown below. Complete information packages may be emailed to Covideidlservicing@SBA.gov .*

Covid EIDL Servicing Center
E-mail: Covideidlservicing@SBA.gov
Box.com: Box.com - Upload files to Covid EIDL Servicing Center
Toll Free Phone: (833) 853-5638
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