U.S. SMALL BUSINESS ADMINISTRATION

DISASTER LIQUIDATION HARDSHIP RELIEF REQUEST REQUIREMENTS

For the U.S. Small Business Administration (SBA) to consider a *possible Major Hardship Relief* 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 major hardship relief 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.

During this period, there will be no refunds of any amounts. Collection efforts currently in place will continue until SBA provides a response in writing. Additional documentation may be required for thorough analysis.

GENERAL REQUIREMENTS (For All Loan Types):

1. A signed and dated detailed letter from the Obligor(s) explaining your change in circumstances that left you unable to pay for living expenses. This letter must include:
    a. The SBA loan number;
    b. Obligor's name and address;
    c. How and when the Obligor can be contacted;
    d. Copies of the documents that substantiate the change in circumstances.
2. Completed, signed and dated Consent to Verify Information and 3rd Party Authorization (Borrower Authorization).
3. Completed, signed and dated Financial Statement of Debtor, SBA Form 770 . The request will be withdrawn if these forms are incomplete.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. 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 you 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. Copies of the last 6 months of statements for all banking and investment accounts (stocks, bonds, IRA, Mutual Funds, etc.).

*Please submit the above required information to the US Small Business Administration at the **National Disaster Loan Resolution Center**. Complete information packages may be E-Mailed, Mailed, Faxed or Uploaded. Please only use ONE option, and follow-up to verify receipt.*

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