



STEP ONE: Get SBA Loan Deferment in Place

PLEASE SIGN AND DATE THIS FORM BELOW TO REQUEST LOAN DEFERMENT

Email your request to Selena Cruces: selena@accessbdf.com

Deferment Request - Economic Disaster Injury – COVID-19

Name of Business Owner: _____

Business/Property Address: _____

Mailing Address: _____

Telephone Numbers: Business: _____ Home/Mobile: _____

Email Address: _____

Estimated Adverse Economic Impact:

Due to Coronavirus-19, I/We are applying for a six-month loan deferment on SBA Loan # _____
_____. I/We understand that we are required to provide additional documentation to support the loan
deferment request, and will provide this information to Access Business Finance, Inc. within 30 days of the date
of this Loan Deferment Request.

***Please provide a brief explanation of the reason for the loan deferment request and the impact the
coronavirus is having on your business:***

I/We acknowledge that we are applying for a loan deferment of six months and will provide all information
requested by Access Business Finance, Inc. to support our request for a loan deferment.

Signature of Business Owner/Representative

Date



STEP TWO: SEND YOUR INFORMATION TO ACCESS BUSINESS FINANCE, INC.

Please Review and Complete the Checklist Information and Send to Access Business Finance within 30 days. We Appreciate Your Cooperation.

If you are applying for an SBA Economic Injury Disaster Loan, much of the information you need for that purpose is the same information required for this Checklist.

Please answer the following:

- How many people did you employ prior to the disaster? _____
- How many people you estimate to employ after the disaster? _____

___ Personal Financial Statement for Owners/Guarantors, current to within 90 days of deferment request. Please use the PFS SBA Form 413 which we've attached for you. Please show Your (and partner if joint PFS) assets, liabilities, income and expenses. (attached)

___ Personal Federal Income Tax Return of Owners/Guarantors for 2018 and 2019– complete copy please. If 2019 return has not been filed yet, please advise.

___ 2018 and 2019 (if completed) Businesses Federal Income Tax Returns – complete copy please. If 2019 return has not been filed, please advise. If you have requested an extension, please provide a copy of the extension and YE 2019 Financial Statements (Balance Sheet, P&L and A/R and A/P).

___ Please provide your most recent Interim Financial Statement on your business. (Balance Sheet, P&L and A/R and A/P, if applicable). Also, provide P&L and Balance Sheet (including A/P and A/R, if applicable) during the same period last year (i.e. 1/31/2019 – 3/31/2019 and 1/31/2020 – 3/15/2020)

___ Operating Company Profit & Loss for six months from 3/31/2019 – 9/30/2019 and Projected P&L with Assumptions for the same six-month period (i.e. 3/31/2020 – 9/30/2020)

___ Last two (2) months bank statements for each bank account.

___ Existing Loan History Statement from the Third-Party Lender (1st Lien Position) for your SBA 504 loan.

___ Insurance information (see below)

___ Debt/Liabilities Schedule for Businesses (form attached)

___ 4506-T Request for Tax Transcripts (form attached)



A SBA Certified Development Company

Status of Third-Party Lender - 1st Lien Position

Date Funded: _____
Maturity Date: _____
Amount Funded: \$ _____
Current Balance: \$ _____
Monthly Payments: \$ _____
Status (current/past due) _____
Collateral: _____

Status of Property and Liability Insurance

Insurance Company: _____
Agent: _____
Policy #: _____
Status: _____
Expiration: _____

Signature of Business Owner/Representative **Date**