

In response to this pandemic, our role at Autry Technology Center is to serve as a resource to our small business partners during this COVID-19 crisis. Although Autry Tech is not affiliated with the Small Business Administration, our goal continues to be to support our community businesses by providing resources and assistance.

Autry Tech has partnered with Enid Regional Development Alliance, the Greater Enid Chamber of Commerce and REI Oklahoma, which allows our teams to expand our expertise and better serve your business during this difficult time. For more information or resource assistance, visit [autrytech.edu/covid19smallbusiness](http://autrytech.edu/covid19smallbusiness) or call 580.242.2750.



## BELOW ARE THE STEPS TO APPLY FOR THE ECONOMIC INJURY DISASTER LOAN:

*\*This process is for a loan, but when a stimulus is made available, the SBA will require the same process to receive stimulus dollars.*

### 1. DOWNLOAD LOAN APPLICATION FORMS AND GATHER REQUIRED INFORMATION

- Due to the overwhelming response, the *SBA website is not consistently active*. **It is highly recommended you use these forms to gather all necessary information before logging into the SBA website.** This prework can prevent difficulties when filling out the online forms. *The SBA recommends to submit online only.*
- Forms:
  - Economic Injury Disaster Loan Application  
[https://www.sba.gov/disaster/apply-for-disaster-loan/pdfs/Business%20Loan%20Application%20\(SBA%20Form%205\).pdf](https://www.sba.gov/disaster/apply-for-disaster-loan/pdfs/Business%20Loan%20Application%20(SBA%20Form%205).pdf)
  - Tax Information Authorization - Instructions  
<https://www.irs.gov/pub/irs-pdf/i8821.pdf>
  - Tax Information Authorization Form  
<https://www.irs.gov/pub/irs-pdf/f8821.pdf>
  - SBA Form 413 Personal Financial Statement  
[https://www.sba.gov/sites/default/files/forms/SBA\\_Form\\_413\\_7a-504-SBG.pdf](https://www.sba.gov/sites/default/files/forms/SBA_Form_413_7a-504-SBG.pdf)
  - SBA Form 2202 Schedule of Liabilities  
<https://www.sba.gov/sites/default/files/2019-09/2202%20Schedule%20of%20Liabilities.pdf>
  - SBA Form 1368 Additional Filing Requirements (providing monthly sales figures)  
[https://www.sba.gov/sites/default/files/files/serv\\_da\\_all\\_loanapp\\_5\\_0\\_4.pdf](https://www.sba.gov/sites/default/files/files/serv_da_all_loanapp_5_0_4.pdf)

### 2. LOG IN TO SBA WEBSITE PORTAL AND SUBMIT APPLICATION

<https://covid19relief.sba.gov/#/>

- Create Profile
- Complete Online Forms
  - It is highly recommended that you save your work often and as you go. There could be interruptions or outages at any time.
  - **Do Not Submit Your Loan until you are completely finished** because editing after submitting is difficult.
  - The overwhelming response is expected to tax the SBA very hard.