



Operation Oswego County
*An Economic and Job Development Corporation
 Serving Oswego County, NY*

COVID-19 Emergency Relief Program Loan Application

In light of the devastating impact being felt by small businesses throughout Oswego County due to the Coronavirus/COVID-19 outbreak, Operation Oswego County, Inc. (OOC), with funding from the County of Oswego Industrial Development Agency (COIDA), and support from the County of Oswego Department of Community Development, Tourism, and Planning, is uniquely equipped to provide emergency loans to directly assist small businesses with temporary financing during the pandemic. Please complete the application below for consideration of this emergency relief program.

Loan Amount Applying for: \$_____ to be repaid 180 days after issuance (Maximum \$10,000).

The purpose of the loan is for: check all that apply [] prevent staff reductions; [] allow business operations to continue, if possible; [] offset losses related to the Coronavirus/COVID-19; [] help companies sponsor sick pay for workers, [] other: _____

Name of Business: _____ Business Location: _____

Information About You

Full Name _____ **DOB** _____ **Social Security No.** _____ **Driver's License No.** _____

Home Address _____ **Business Address** _____

E-Mail Address: _____ **Tele. No.:** _____

Cell No.: _____

Information About Your Business

EIN: _____ Essential _____/Non-Essential _____ (see <https://esd.ny.gov/guidance-executive-order-2026>)

In business since: _____ Employees on March 1: _____; Currently: _____; Projected in 30 days: _____

Describe your business: _____

Reason for employees being laid off? _____

How will you use the money should this loan be approved? _____

Are you able to pay back the loan in approximately 180 days or will you likely seek a loan modification? _____

Please describe the effect of the COVID-19 emergency on your business, including loss of sales, income and/or cash flow in the last 60 days, or anticipated in the next 60 days? _____

List of all individuals owning 20% or more of the business:

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Bank Information

Name of Bank: _____

Bank Address: _____

Bank Contact Person: _____

Phone No.: _____

If you are granted a loan the funds will be wired into your designated business account. Please provide wiring instruction:

Bank Routing No.: _____

Business Account No.: _____

Please see Page 3 of Application for a list of required supporting materials.

Applicant Certification

I understand that the information provided on this form will be used by the OOC Loan Committee to evaluate providing a commercial loan to assist my business during the COVID-19 crisis. By signing this application, I further authorize the Committee to review the credit of my business and all personal guarantors. I represent that all information provided herein is truthful and accurate and of my own knowledge. I have authority to apply for this loan on behalf of the business and all information provided and obtained by the Loan Committee will be considered when evaluating this application. I further understand the Loan Committee will review loan requests and financial information on a priority basis, in the order that applications are received and deemed complete and that applying for this loan is not a guarantee that a loan will be awarded. I further understand the Loan Committee is dedicated to processing this application timely and deciding within 72 hours after the application and required documentation is deemed complete. A photocopy, facsimile and/or electronic version of this document shall be treated as an original and shall be binding as such upon all Parties executing the same. This document may be executed in counterparts. Finally, if awarded funding, I agree to sign all required documents, and further authorize OOC to contact my bank to arrange for the direct deposit of loan funds into my business account.

SIGNATURE OF OWNER

TITLE

DATE

SIGNATURE OF OWNER

TITLE

DATE

**Submit Completed Application and Supporting Materials
to oooc@oswegocounty.org**

OOO Loan Committee Use Only

Application Received: _____

Application Deemed Complete: _____

Reviewed by Loan Committee: _____

Approved: _____

Denied: _____

Reason for Denial: _____

Loan Amount Approved: _____

Committee Member Initials: _____ Date: _____

COVID-19 Emergency Relief Program

List of Required Supporting Materials

- List of all owners/members of the borrower and % owned (if Corp/LLC)
- If a d/b/a, provide a copy of your valid d/b/a certificate
- Scan/photo of driver's license for all people owning 20% or more of the borrower
- 2019 federal tax returns for borrower and all people/entities owning 20% or more of the borrower (submit 2018 if 2019 not filed yet)
- Financial statement for the borrower dated 120 days or less prior to date of application (Profit & Loss and Balance Sheet)
- Credit Verification Authorization Form completed for all people owning 20% or more of the borrower. Click [here](#) for Credit Verification Authorization Form.
- Complete an IRS form W-9 for the borrower (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

Please gather all required supporting materials and submit via email together with your completed application to: oooc@oswegocounty.org

If you are unable to supply all the required supporting material with your application, please explain via email when you submit your application and available supporting materials.