

EMERGENCY LOAN (EM) CHECKLIST

You've decided to apply for an Emergency Loan with FSA. Please use the checklist below to gather the information you will need to submit the application. You can download the FSA forms directly at

<https://www.fsa.usda.gov/programs-and-services/farm-loan-programs/emergency-farm-loans/index>

Please contact your local FSA County Office when you are ready to submit so a loan officer can discuss things further with you.

2. FSA EMERGENCY LOAN APPLICATION PACKAGE

NOTE: For Entity Applicants, including all Embedded Entities, the information listed below is required for (1) the entity; (2) the embedded entity; and (3) each individual entity member

<ul style="list-style-type: none"> • 	<p>FSA-2001, Request for Direct Loan Assistance <i>Note: The application must be initialed, signed, and dated by the applicant(s). An unsigned application will be considered an incomplete application.</i> <i>Note: Have you applied for assistance consistent with how you are farming and have previously represented yourself for Farm Program benefits?</i></p> <hr/> <p>Entity Information: (A current financial statement is needed from each member of the entity and from the entity itself.)</p> <ul style="list-style-type: none"> ▪ <u>Charter, Entity Agreement, or Articles of Incorporation/Bylaws</u> ▪ Secretary of State – <u>Certificate of Good Standing</u> ▪ <u>Resolution to Obtain Financing</u> (if entity documents require more than one member to apply, then all identified members, including members in embedded entities must sign the application). ▪ <u>AD-3030 "Representation Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants"</u> (Not applicable for LLCs or Trusts) <p><i>Note: FSA may require written evidence to support the applicant's inability to obtain credit elsewhere.</i></p> <hr/> <p>Married Couples: Married couples applying as a joint operation must submit any of the five items</p> <ul style="list-style-type: none"> ▪ CCC-502 or CCC-902 (whichever is applicable) ▪ Jointly filed tax returns ▪ Marriage license ▪ Prenuptial Agreement ▪ Similar Documentation <p><i>Note: Ordinarily individual financial statements are not required from a married couple applying as a joint operation. However, in States without community property laws and in some States, individual financial statements may be necessary to obtain a complete financial picture.</i></p>
<ul style="list-style-type: none"> • 	<p>FSA-2002, Three-Year Financial History – (Alternative document may be submitted) Last 3 years of farm financial records, including tax returns unless you have been farming less than 3 years.</p>
<ul style="list-style-type: none"> • 	<p>Tax Returns including Schedule F – Last 3 years</p>

•	FSA-2003, Three-Year Production History – (Alternative document may be submitted) <i>or similar form; for the past 3 years or however long you’ve been in business, whichever is shorter</i>
•	FSA-2004, Authorization to Release Information
•	FSA-2005, Creditor List Similar documentation is acceptable if it contains a full list of creditors that includes balance, payment amount, etc. for all debts over \$5,000. FSA must verify the status of all debts over \$5,000. (Such as most recent billing statements).
•	FSA-2006, Property Owned and Leased
•	FSA-2007, Cosigner Application and Agreement Note: Applicable if a cosigner is needed to assist the applicant(s) in meeting repayment or if a nonapplicant’s income will be used to cover family living expenses.
•	FSA-2037, Farm Business Plan Worksheet Balance Sheet – <i>or similar form;</i>
•	FSA-2038, Farm Business Plan Worksheet Projected/Actual Income and Expense – <i>or similar form</i> Note: This must include your production, income, expenses, and loan repayment plan.
•	FSA-2302, Description of Farm Training and Experience - Note: Required for new applicants only
•	FSA-2309, Certification of Disaster Losses (<i>A Statement of Loss and Damage</i>) Note: For production loss loans, must have a disaster yield that is at least 30 percent below the normal production yield of the crop. (This is a per crop calculation and you may have multiple qualifying losses.)
•	FSA-2310, Lenders Verification of Loan Application (Emergency Loan Use) (<i>Complete the top half of the form and then take to your lender to complete the balance of the form</i>)
•	Credit Report fee (a non-refundable payment will be due to the Agency) Note: Please check with your local FSA Office for the amount.
•	Verification of non-farm income, debts and assets. If you are employed outside of the farm, you may submit any of the following information: <ul style="list-style-type: none"> ▪ 2 most recent pay stubs ▪ Tax forms 1099 or W-2 ▪ Bank statements showing income deposit Note: If self-employed, income may be verified by 3 years of tax returns
•	AD-1026 - Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification Note: You must be able to specify the location of the farming operation. An applicant must have an AD-1026 on file for all real estate owned and rented. This is not required for a subsequent loan if no changes to the farming operation have occurred.

•	Legal Description or Land Leases Note: An application will not typically be considered complete without a full legal description for property to be purchases or used as primary security for a loan. Partial or abbreviated descriptions are not typically adequate for these circumstances. Applications to purchase only a portion of a larger parcel will not be complete unless the Agency is provided a legal description of the specific property to be purchases.
•	CCC-902I - Farm Operating Plan for an Individual Note: If your farm is not established in FSA records, you will need to contact the local FSA office.
•	CCC-902E - Farm Operating Plan for an Entity Note: If your farm is not established in FSA records, you will need to contact the local FSA office.

3. ADDITIONAL DOCUMENTATION

<input type="checkbox"/>	Written declinations of credit from legally organized commercial lender for Applicant, and all entity members if applying as an entity, specifying reason for declination. <ul style="list-style-type: none"> • If loan is over \$300,00 – two declination letters are required. One must be from the applicant's normal lender; both lenders must normally make farm loans. • If loan is less than \$300,000 - need 1 letter; • If loan is less than \$100,000 - discuss with loan officer a potential for a waiver regarding the written declination.
<input type="checkbox"/>	Proof of Insurance