

Monthly Sales Figures



This form is provided for your convenience in responding to filing requirements for the HELP application. You may use profit and loss statements or other documentation showing a financial loss of 10% or more during the period from March 1, 2020 through the date of the application. This form provides a suggested format.

The applicant must establish that the claimed economic injury is substantial and is a direct result of the declared disaster. Substantial economic injury generally means a decrease in income from operations or working capital with the result that the business is unable to meet its obligations and pay ordinary and necessary operating expenses in the normal course of business.

Provide monthly sales figures (you may estimate if actual sales figures are not available) beginning 3 years prior, if applicable, to the disaster and continuing through the most recent month available.

PLEASE NOTE: Identify any estimate with a small letter "e" after the number

Month	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Current Year to date 2020
* Totals				

Applicant's Name: _____

Business Name: _____

It can be helpful to provide a financial forecast to illustrate what the income and expenses for the business will be during the period affected by the disaster until normal operations resume.

Period covered by this forecast. From: _____ To: _____

Net Sales (receipts)	
Less cost of goods sold	
Gross profit	
Less expenses	
Principal/Owner/Executive Salaries	
Employee wages	
Advertising	
Rent	
Utilities	
Interest	
Taxes	
Insurance	
Other Expenses	
Total Expenses	
Net profit <Loss> before income taxes	

Signature: _____

Title: _____