

**Instructions for Completing the Maine
“Estimated Disaster Economic Injury Worksheet for Maine Business”**

Item 1

Line 1

Enter the property owner’s name(s). If different than the business name, also enter the business name.

Line 2

Person we may contact for information or clarification if different from owner.

Line 3

Enter the street address of the business location.

Line 4

Enter the mailing address of the business.

Line 5

Enter the telephone numbers of the business and contact person (home).

Item 2

Line 1

Enter the date that the economic impact to your business due to the disaster started or is estimated to start. Economic impact can be defined as a decrease in revenues from normal levels resulting in decreased gross profit. Then enter the date that revenues and gross profits returned or you expect will be returned to normal levels. This date may be in the future and will require an estimate.

Line 2

Enter the business’ revenues between the two dates you showed.

Line 3

Enter the business’ revenues between the same two dates of the previous year.

Item 3

Line 1

If you have business interruption insurance to cover losses due to the disaster, enter the amount received or anticipated. Enter zero for none.

Item 4

Line 1

Enter dates of the last fiscal year (Jan. to Dec. or July to June).

Line 2

Enter gross income for the last fiscal year

Item 5

Line 1

Enter dates of the current fiscal year (Jan. to Dec. or July to June).

Line 2

Enter pre-disaster gross income for current fiscal year.

Item 6

Line 1

This is the estimate gross income for the rest of the fiscal year. It should include any income made from the day following the disaster until the date you complete this form, and an estimate of any income expected in the remaining months of the year. This would include any reduction of revenues expected as a result of this disaster.

Item 7

Line 1

Enter a brief narrative explaining how the disaster affected your business' revenues and operations.

Item 8

Line 1

Enter the number of employees, including management and part-time employees, of the business prior to the date of the disaster.

Line 2

Enter the number of employees, including management and part-time employees, of the business after the end of the disaster. This may require an estimate.

Item 9

Line 1

Enter the estimated loss, in dollars, to the building occupied by the business, if owned by the business or an owner of the business.

Line 2

Enter the estimated loss, in dollars, to the contents of the business' building.

Item 10

Line 1

Enter the insurance recovery received or expected for disaster damage to the building and/or contents.

Signature and Date

Provide the signature of the business' owner or representative and enter the date the form was prepared.

Please note additional information may be requested by the U.S. Small Business Administration to assist in determining your economic injury from this storm.

After you complete the form, please return to:

Knox County Emergency Management Agency
62 Union Street
Rockland, ME 04841

You may also fax to EMA at 594-0450 or attach by email sent to rosema@knoxcounty.midcoast.com

Or drop off in person during normal business hours 8:00pm-4:30pm *We are located on the ground floor of the "old" portion of the Knox County Court House.*

Need more info? Please contact us and we will work to get answers for you.