



# U.S. Small Business Administration Counseling Information Form

OMB Approval No.:3245-0324  
Expiration Date: 10/31/2020

Client Number:  
Location Code:  
Initials of Data Inputter:

1. Name of the Office Providing the Service \_\_\_\_\_ 1a. Type of Client: ☐ Face to Face ☐ Online ☐ Telephone  
2. City/State of Office Location \_\_\_\_\_

## PART I: Client Request for Counseling

<b>3. Client Name</b> (Name of the person completing the form/representative of the business) (Last, First, MI)		<b>4. Email</b>	
<b>5. Telephone</b> Primary _____ Secondary _____		<b>6. Fax</b>	
<b>7. Street Address/PO Box</b> (give business address if currently in business) <b>8. City</b>		<b>9. State</b>	<b>10. Zip</b> +4

**11.** I request business counseling service from the Small Business Administration (SBA) or an SBA Resource Partner. I agree to cooperate should I be selected to participate in surveys designed to evaluate SBA services. I permit SBA or its agent the use of my name and address for SBA surveys and information mailings regarding SBA products and services (Yes ☐ No ☐). I understand that any information disclosed will be held in strict confidence. (SBA will not provide your personal information to commercial entities.) I authorize SBA to furnish relevant information to the assigned management counselor(s). I further understand that the counselor(s) agrees not to: 1) recommend goods or services from sources in which he/she has an interest, and 2) accept fees or commissions developing from this counseling relationship. In consideration of the counselor(s) furnishing management or technical assistance, I waive all claims against SBA personnel, and that of its Resource Partners and host organizations, arising from this assistance.

**Use of Information:** The information in this form is to be provided by individuals and business seeking technical assistance services from the Small Business Administration (SBA) or an SBA Resource Partner. The information is collected to help SBA's continuing improvement of business counseling programs, to ensure effective oversight and management of entrepreneurial development programs and grants, and to meet Congressional and Executive Branch reporting requirements. The form should be submitted at the site of service to the counselor providing the service. Resource Partners will submit information to SBA according to the terms of their notice of award.

<b>12. Preferred date &amp; time for appointment</b> Date: _____ Time: _____	<b>13. Client Signature</b> _____ <b>Date:</b> _____
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## PART II: Client Intake (to be completed by all Clients)

<b>14. Race</b> (mark one or more) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	<b>15. Ethnicity</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<b>16. Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>17. Do you consider yourself a person with a disability?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																				
<b>18. Veteran Status</b> <input type="checkbox"/> No military, Reserve, or National Guard service <input type="checkbox"/> Veteran <input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> Member of the Reserve <input type="checkbox"/> Active Duty <input type="checkbox"/> Member of the National Guard <input type="checkbox"/> Spouse of Military Member																							
<b>19. Referred by?</b> (Mark all that apply) <table border="0"><tr><td><input type="checkbox"/> SBA District</td><td><input type="checkbox"/> SBDC</td><td><input type="checkbox"/> Other Client</td><td><input type="checkbox"/> Magazine/Newspaper</td><td><input type="checkbox"/> Other (specify) _____</td></tr><tr><td><input type="checkbox"/> Lender</td><td><input type="checkbox"/> SCORE</td><td><input type="checkbox"/> Educational Institution</td><td><input type="checkbox"/> Word of Mouth</td><td><input type="checkbox"/> USEAC</td></tr><tr><td><input type="checkbox"/> Business Owner</td><td><input type="checkbox"/> WBC</td><td><input type="checkbox"/> Local Economic Development Official</td><td><input type="checkbox"/> Television/Radio</td><td><input type="checkbox"/> Boots to Business</td></tr><tr><td><input type="checkbox"/> SBA Web site</td><td><input type="checkbox"/> VBOC</td><td><input type="checkbox"/> Chamber of Commerce</td><td><input type="checkbox"/> Internet (please indicate website) _____</td><td></td></tr></table>				<input type="checkbox"/> SBA District	<input type="checkbox"/> SBDC	<input type="checkbox"/> Other Client	<input type="checkbox"/> Magazine/Newspaper	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Lender	<input type="checkbox"/> SCORE	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> USEAC	<input type="checkbox"/> Business Owner	<input type="checkbox"/> WBC	<input type="checkbox"/> Local Economic Development Official	<input type="checkbox"/> Television/Radio	<input type="checkbox"/> Boots to Business	<input type="checkbox"/> SBA Web site	<input type="checkbox"/> VBOC	<input type="checkbox"/> Chamber of Commerce	<input type="checkbox"/> Internet (please indicate website) _____	
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**20a. Are you currently in business?** ☐ Yes ☐ No (if no, skip to 30) **20b. If yes, are you currently exporting?** ☐ Yes ☐ No  
If yes to 20b, please go to Appendix A on page 3 to indicate the markets to which your company currently exports (mark all that apply).

## 21. Name of Business

<b>22. Type of Business</b> (choose primary category) <table border="0"><tr><td><input type="checkbox"/> Mining</td><td><input type="checkbox"/> Manufacturing</td><td><input type="checkbox"/> Real Estate &amp; Rental &amp; Leasing</td><td><input type="checkbox"/> Professional, Scientific &amp; Technical Services</td></tr><tr><td><input type="checkbox"/> Utilities</td><td><input type="checkbox"/> Finance &amp; Insurance</td><td><input type="checkbox"/> Health Care &amp; Social Assistance</td><td><input type="checkbox"/> Management of Companies &amp; Enterprises</td></tr><tr><td><input type="checkbox"/> Information</td><td><input type="checkbox"/> Wholesale Trade</td><td><input type="checkbox"/> Accommodation &amp; Food Services</td><td><input type="checkbox"/> Agriculture, Forestry, Fishing &amp; Hunting</td></tr><tr><td><input type="checkbox"/> Construction</td><td><input type="checkbox"/> Public Administration</td><td><input type="checkbox"/> Arts, Entertainment &amp; Recreation</td><td><input type="checkbox"/> Administrative &amp; Support</td></tr><tr><td><input type="checkbox"/> Retail Trade</td><td><input type="checkbox"/> Educational Services</td><td><input type="checkbox"/> Transportation &amp; Warehousing</td><td><input type="checkbox"/> Waste Management &amp; Remediation Services</td></tr><tr><td></td><td></td><td></td><td><input type="checkbox"/> Other Services (except Public Administration)</td></tr></table>		<input type="checkbox"/> Mining	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Real Estate & Rental & Leasing	<input type="checkbox"/> Professional, Scientific & Technical Services	<input type="checkbox"/> Utilities	<input type="checkbox"/> Finance & Insurance	<input type="checkbox"/> Health Care & Social Assistance	<input type="checkbox"/> Management of Companies & Enterprises	<input type="checkbox"/> Information	<input type="checkbox"/> Wholesale Trade	<input type="checkbox"/> Accommodation & Food Services	<input type="checkbox"/> Agriculture, Forestry, Fishing & Hunting	<input type="checkbox"/> Construction	<input type="checkbox"/> Public Administration	<input type="checkbox"/> Arts, Entertainment & Recreation	<input type="checkbox"/> Administrative & Support	<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Educational Services	<input type="checkbox"/> Transportation & Warehousing	<input type="checkbox"/> Waste Management & Remediation Services				<input type="checkbox"/> Other Services (except Public Administration)
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<b>23. Business Ownership</b> – What percentage of your business is male or female owned? _____% Male _____% Female	<b>24. Date Business Started?</b> (MM/YYYY)	<b>25. Do you conduct business online?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>26a. Are you a home based business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>26b. Are you 8(a) certified?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>27a. Total No. of Employees</b> (full & PT) 27b. Of total employees, how many are engaged in the exporting aspect of your business: (Full & PT) _____	<b>28a. For your most recent full business year, what were your:</b> Gross Revenues/Sales \$ _____ +Profits/-Losses \$ _____ <b>28b. Amount of your Gross Revenues/Sales related to exporting \$</b> _____	<b>29. What is the legal entity of your business?</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify) _____
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<b>30. What is the nature of counseling you are seeking?</b> (Choose primary category) <table border="0"><tr><td><input type="checkbox"/> Start-up Assistance (How do I start a small business?)</td><td><input type="checkbox"/> Human Resources/Managing Employees</td><td><input type="checkbox"/> Marketing/Sales (promotion, market research, pricing, etc.)</td><td><input type="checkbox"/> Technology/Computers</td></tr><tr><td><input type="checkbox"/> Business Plan</td><td><input type="checkbox"/> Customer Relations</td><td><input type="checkbox"/> Government Contracting (including certifications)</td><td><input type="checkbox"/> eCommerce (using the Internet to do business)</td></tr><tr><td><input type="checkbox"/> Financing/Capital (such as applying for a loan, building equity capital)</td><td><input type="checkbox"/> Business Accounting/Budget</td><td><input type="checkbox"/> Franchising</td><td><input type="checkbox"/> Legal Issues (such as, Should I incorporate?)</td></tr><tr><td><input type="checkbox"/> Managing a Business</td><td><input type="checkbox"/> Cash Flow Management</td><td><input type="checkbox"/> Buy/Sell Business</td><td><input type="checkbox"/> International Trade</td></tr><tr><td></td><td><input type="checkbox"/> Tax Planning</td><td></td><td></td></tr></table> Describe specific assistance requested in the space provided. _____ _____ _____				<input type="checkbox"/> Start-up Assistance (How do I start a small business?)	<input type="checkbox"/> Human Resources/Managing Employees	<input type="checkbox"/> Marketing/Sales (promotion, market research, pricing, etc.)	<input type="checkbox"/> Technology/Computers	<input type="checkbox"/> Business Plan	<input type="checkbox"/> Customer Relations	<input type="checkbox"/> Government Contracting (including certifications)	<input type="checkbox"/> eCommerce (using the Internet to do business)	<input type="checkbox"/> Financing/Capital (such as applying for a loan, building equity capital)	<input type="checkbox"/> Business Accounting/Budget	<input type="checkbox"/> Franchising	<input type="checkbox"/> Legal Issues (such as, Should I incorporate?)	<input type="checkbox"/> Managing a Business	<input type="checkbox"/> Cash Flow Management	<input type="checkbox"/> Buy/Sell Business	<input type="checkbox"/> International Trade		<input type="checkbox"/> Tax Planning		
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**Date of Birth:**      \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month      Day      Year

**Household Size:**      \_\_\_\_ / \_\_\_\_ (Do not include roommates)  
Adults (18+)      Children

**Individual Income:**    \$ \_\_\_\_ per year

**Household Income:**   \$ \_\_\_\_ per year

**Employment Status:**

- |   |  |
|---|--|
| <input type="checkbox"/> Employed full-time in business         | <input type="checkbox"/> Unemployed          |
| <input type="checkbox"/> Employed part-time in business         | <input type="checkbox"/> Displaced homemaker |
| <input type="checkbox"/> Employed full-time outside of business | <input type="checkbox"/> Retired             |
| <input type="checkbox"/> Employed part-time outside of business |  |

**Education Level:**

- |   |   |
|---|---|
| <input type="checkbox"/> Grade School       | <input type="checkbox"/> Trade School / 2 year School |
| <input type="checkbox"/> Junior High School | <input type="checkbox"/> 4 year College / University  |
| <input type="checkbox"/> High School/GED    | <input type="checkbox"/> Graduate School              |

**Marital Status:**

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Single    | <input type="checkbox"/> Divorced             |
| <input type="checkbox"/> Married   | <input type="checkbox"/> Widowed              |
| <input type="checkbox"/> Separated | <input type="checkbox"/> Domestic Partnership |

**Do you receive public assistance?** (e.g., TANF, food stamps, AFDC)      ☐ Yes      ☐ No

**Are you a NYCHA Public Housing Resident?**      ☐ Yes      ☐ No

**Do you have a Section 8 voucher issued by NYCHA?**      ☐ Yes      ☐ No

**Do you have health insurance?**      ☐ Yes      ☐ No

**Does your business provide its employees with health insurance?**      ☐ Yes      ☐ No      ☐ N/A

**What is your primary language?** \_\_\_\_\_

**Were you born outside of the United States?**      ☐ Yes      ☐ No

If yes, do you have Refugee or Asylum Status?      ☐ Yes      ☐ No

**Would you like to receive our workshops and events e-newsletter?**      ☐ Yes      ☐ No

**FOR OFFICIAL USE ONLY: \*\*\*If client exports provide SBA Form 641 pg. 3, Appendix A**

Individual IL (circle one):    Very Low,    Low,    Other  
\_\_\_\_ hr \_\_\_\_ min

Household IL (circle one):    Very Low,    Low,    Other

Counseling time:

Business Status (circle one): Pre-start-up,    Start-up (up to 6 months),    Existing (6+ months)

Type of service provided: (e.g., business plan, financing, legal, etc. ) \_\_\_\_\_  
to: \_\_\_\_\_

Referred client