

Micro Business Loan Application Instructions

Welcome to the Micro Business Loan Program Application.

Please complete the application by using the online form found at MauiChamber.com. Here is the information you will need to have on hand to fully complete this application. Some of the information will be entered into the form and other documents will need to be uploaded:

- Basic Business Information (such as address, FEIN, Hawaii Tax ID)
- Employee Payroll Information (annual wages and cost of annual healthcare benefits per position)
- Gross Revenue/Sales and Profit/Losses
- Owner(s) Information
- Monthly Sales Figures (for fiscal year 2018, 2019 and current year to date 2020)
- Income and Operating Expenses
- Current Certificate of Compliance (dated within 3 months) from Hawaii Compliance Express (<https://portal.ehawaii.gov/home/online-services/hawaii-compliance-express/>)
- Copy of your 2018 or 2019 (if filed) corporate or personal Federal Tax Return
- Proof of business insurance (COI copy or overview page from your policy)
- Company Balance Sheet as of December 31, 2019

When completing the application via the online form, please ensure you fill out all required information before trying to proceed. The form will not let you move forward if any required information is left blank. However, you may save the form at any time and continue it later on. All required information and documents to be uploaded can be done in this online application. When you are finished, please click Submit and you will receive a confirmation email.

If you need help preparing your statements, cash-flow projections or other paperwork for your application, the Maui Chamber of Commerce will assist you and can recommend experienced professionals who can provide additional help.

If you are having any trouble with the online application, please contact the Maui Chamber of Commerce right away at (808) 244-0081 and the team will assist you in completing the application.

All required documents and information must be completed for your application to move forward to the Loan Committee. If the application is not complete, it will be held until fully completed. You will receive notice within 24 business hours of the Loan Committee's review of the determination made and next steps.