

O'AHU BUSINESS RECOVERY GRANT



Document Checklist

DCCA business registration printout. Search for your company [here](#) and select 'download company info as PDF' button.

Copy of Hawai'i driver's license or state ID for primary business owner.

Copy of 2019 Form 941 to establish that the applicant has no more than 500 employees.

Most current copy of signed IRS Form W-9.

Current DCCA certificate of good standing (not over 60 days old). Please visit [here](#) to purchase a Certificate of Good Standing.

Current federal and Hawai'i tax clearances (not over 60 days old). For federal and state taxes, current tax clearance certificates from the Department of Taxation and the IRS **OR** a tax clearance from Hawai'i Compliance Express (not over 60 days old) are acceptable. Click [here](#) to register with the Hawai'i Compliance Express and access your tax clearances.

Copy of proof of no outstanding amounts due on applicable city taxes (only applicable if your business owns real property). For City & County of Honolulu's real property tax, a printout of the [Department of Budget and Fiscal Services Real Property Assessment Division's website](#) showing taxes are paid is acceptable. Beginning on or after December 1, 2021 confirmation of payment remitted to the City (e.g., printout of online payment confirmation, copy of cleared/canceled check) are acceptable.

Copy of filed federal and Hawaii 2019, 2020 and 2021 income tax returns with all supporting schedules.

Completed Net Income Calculation Form (click [here](#) to download).

Documentation (e-mails, letters, 1099, etc.) on all previous/current federal aid received or due to be received through various federally-funded CARES Act, Consolidated Appropriations Act, or American Rescue Plan Act funds such as, but not entirely limited to, Small Business Relief and Recovery Fund (SBRRF), Payment Protection Plan (PPP1, PPP2), Shuttered Venue Operations Grant (SVOG), Economic Injury Disaster Loan (EIDL), etc., and the period of time that each source of relief covered or covers.

Copy of filed annual GET returns (Forms G-49 and G-75) for 2019, 2020, 2021.

Copy of the signed IRS Form 4506-T to allow us to request your tax return transcript.

