3508S Application Documentation

INSTRUCTIONS: This form outlines the **required Payroll and Nonpayroll documentation to be submitted with your PPP Forgiveness application.** If you're claiming the following eligible Payroll and Nonpayroll expenses on your PPP Forgiveness application, **please upload the required documents after submitting your application through the Customer Portal.** A complete application includes both completion of the Form 3508S and submission of all the required documentation. **Any missing required documentation may delay the processing of your application.**

PAYROLL: Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:

1. Payroll Documents:

- ☐ Third-party payroll service provider reports documenting the amount of cash compensation paid to employees; **OR**
- ☐ Bank account statements documenting the amount of cash compensation paid to employees, **AND**
- ☐ Tax forms for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
  - i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941);
  - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state**: State of Hawaii Form UC-B6;** Employers must complete Form UC-B6, "Employer's Quarterly Wage, Contribution and Employment and Training Assessment Report" and pay all contributions and assessments by end of the month after the end of the calendar quarter.

2. Health Insurance and Retirement Plan Documents:

- ☐ Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount.

NONPAYROLL: Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period:

1. Business Mortgage Interest Documents:

- ☐ Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; **OR**
- ☐ Lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments.

2. Business Rent or Lease Payments:

- ☐ Copy of current lease agreement(s) and receipts or cancelled checks verifying eligible payments from the Covered Period; **OR**
- ☐ Lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.

3. Business Utility Payment Documents

- ☐ Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.

American Savings Bank may request additional documents that may be necessary to support the forgiveness request.

Other Resources:

- Program Rules
- Application Instructions
- ASB FAQ