

This form outlines the required Payroll and Nonpayroll documentation to be submitted in order to complete your PPP Forgiveness application. If you're claiming the following eligible Payroll and Nonpayroll expenses, please upload the required documents after submitting your application through the Online Portal. **Any missing required documentation may delay the processing of your application.**

NOTE FOR SCHEDULE C BORROWERS: You must have claimed or be entitled to claim a deduction for such expenses on your 2019 or 2020 (whichever you used to calculate loan amount) IRS Form 1040, Schedule C for them to be a permissible use. For example, if you did not claim or are not entitled to claim utilities expenses on your 2019 or 2020 IRS Form 1040, Schedule C, you cannot use the proceeds for utilities for PPP Forgiveness.

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:

Note: Schedule C and Schedule F filers must additionally submit their 2019 Form 1040 Schedule C.

- ☐ 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); **AND**
 - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state (typically, State of Hawaii Form UC-B6).

2. Insurance and Retirement Plan Documents:

Note: Schedule C and Schedule F filers with no employees are not eligible.

- ☐ Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee group health, life, disability, vision, or dental insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, Lines 6 and 7).

3. FTE Documents (Full-Time Equivalent)*:

- ☐ The average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019.
- ☐ The average number of FTE employees on payroll per week employed by the Borrower between January 1, 2020 and February 29, 2020. **OR**
- ☐ In the case of a seasonal employer, the average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; **OR** any consecutive 12-week period between February 15, 2019 and February 15, 2020.

***The selected time period must be the same time period selected for purposes of completing PPP Schedule A, Line 11.** Documents may include payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941) and state quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state (typically, State of Hawaii Form UC-B6). Documents submitted may cover periods longer than the specific time period.

NONPAYROLL: For Categories 1-3, documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period (continued on next page):

1. Business Mortgage Interest Payments:

- ☐ 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.

4. Covered Operations Expenditures:

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

5. Covered Property Damage Costs:

- ☐ Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the costs were related to property damage and vandalism or looting due to public disturbances that occurred during 2020 and such costs were not covered by insurance or other compensation.

6. Covered Supplier Costs:

- ☐ Copy of contracts, orders, or purchase orders in effect at any time before the Covered Period (except for perishable goods), copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.

7. Covered Worker Protection Expenditures:

- ☐ Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the expenditures were used by the Borrower to comply with applicable COVID-19 guidance during the Covered Period.

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

Other Resources:

- [Program Rules](#)
- [Application Instructions](#)
- [ASB FAQ](#)