



PAYCHECK PROTECTION PROGRAM FORGIVENESS READINESS GUIDE FOR FORM 3508S

FOR FIRST AND SECOND DRAW PPP LOANS OF \$150,000 OR LESS

NOTE #1: This information is current as of 11/16/2021 and is subject to change based on additional guidance from the U.S. Small Business Administration (SBA).

NOTE #2: This information is provided for your convenience and is not a substitute for reviewing the SBA's requirements and consulting with your accountant, attorney, or other trusted professional. You are responsible for understanding the requirements of the Paycheck Protection Program (PPP) and how they apply to your PPP loan.

This 3508S specific readiness guide will help you prepare to request loan forgiveness through First Hawaiian Bank for **first or second draw PPP loans of \$150,000 or less**. If you have spent all of the funds for which you will request forgiveness and are comfortable with the information below, you should feel ready to apply. Please visit fhhb.com/ppp for more information.

Before you request PPP loan forgiveness, please follow the steps below to help ensure you are ready to apply and have all of the information needed to process your request:

1. ENSURE YOU HAVE SPENT ALL OF YOUR PPP FUNDS ON ELIGIBLE COSTS

You may only request forgiveness for PPP funds that you've already spent.

2. REVIEW THE FORM 3508S INSTRUCTIONS

Form 3508S instructions can be found [here](#).

3. MAINTAIN YOUR DOCUMENTATION

The SBA does not require you to show the calculations used to determine your loan forgiveness amount nor are you required to submit the supporting documentation in order to obtain forgiveness. However, the SBA may request information and documents to review those calculations as part of its loan review or for audit purposes. **You must maintain all employment records/payroll documents for four years and maintain all other documents for three years.** For a detailed listing of documents to maintain, please review the PPP documentation list for Form 3508S [here](#).

4. KEY INFORMATION FOR FORM 3508S

a. Covered Period The Covered Period is the time frame for you to pay or incur eligible costs that you want to have forgiven. For more information, please refer to our Covered Period Calculator [here](#).

Note: If you have a first draw and second draw PPP loan, the Covered Period you choose for each forgiveness request cannot overlap.

b. Amount Spent on Payroll Costs You are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the Covered Period including cash compensation, employee benefits, and compensation for qualifying owners.

c. Requested Loan Forgiveness Amount Your loan forgiveness amount is the "Amount of Loan Spent on Payroll Costs" plus any amount spent on eligible nonpayroll costs minus any required reductions, up to the principal amount of the PPP loan.

Eligible nonpayroll costs consist of business related mortgage interest payments; rent or lease payments; utility payments; covered operations expenditures; covered property damage costs; covered supplier costs; and covered worker protection expenditures.

d. Authorized Representative of Applicant If you are a sole proprietor, independent contractor, or self-employed individual, you will need to sign the Form 3508S. For all other borrowers, the Form 3508S will need to be signed by someone who is in a position to take action on behalf of the business. The following are positions that typically would be able to sign the Form 3508S:

CORPORATION / NONPROFIT	PARTNERSHIP	LLC
<ul style="list-style-type: none"> • President • Vice-President • Secretary • Treasurer • Executive Director (nonprofits only) • CEO • COO • CFO 	<ul style="list-style-type: none"> • General Partner • Limited Partner • Partner 	<ul style="list-style-type: none"> • Manager • Member Manager

5. OTHER HELPFUL TIPS

1. Forgiveness applications will only be accepted through our FHB online forgiveness portal.
2. Save your documents as a black and white version in PDF, JPG, XLSX or PNG formats. There is a 5MB max size per file, and file names must be less than 40 characters with no special characters.
3. You may want to consult with your accountant or other trusted advisor before you submit your request.
4. Review the FHB Forgiveness FAQs for additional information.

