



# CPA **Business Funding** Portal

Live PPP Service Updates

February 23, 2021

**IMPORTANT NOTICE:** We have corrected the issue that was preventing real-time status updates from reflecting for some PPP loans submitted to the SBA. To learn about statuses and what your clients experience during their PPP process, visit the [Application Status](#) page. Please [clear](#) your browser's cache and cookies to ensure you have the most up-to-date experience.



Questions?

[cpasupport@biz2credit.com](mailto:cpasupport@biz2credit.com)

LOGIN

## CPA Business Funding Portal

**Efficiently Deliver Valuable PPP Business Relief Services to Clients**

Thousands of PPP applications submitted by over 10,000 CPAs - and growing

"We have a large team working on PPP. The portal centralizes our efforts into a single platform. Makes our process far more streamlined and efficient." *Todd Bernhardt, CPA, Partner, Baker Tilly*



As featured in

accountingtoday | Bloomberg | CNBC

Live PPP Updates: Get up-to-the-minute status and recommendations | Semi-Weekly: Tue & Thu at 10 am ET

[See Webinars](#)

Have You used the PPP Forgiveness Tool?

Set up an account on the

CPA Business Funding Portal

First Name  Last Name

Email Address

Phone Number

Firm name

AICPA Member # (optional)

Password

Retype Password

Sign Up

Already have an account? [Login](#)

Protect your clients with the highest security standards



# CPA Business Funding Portal Team - Best Practices Training

# Calculation of 2.5x or 3.5x for Certain NAICS Codes

## Pro-tip

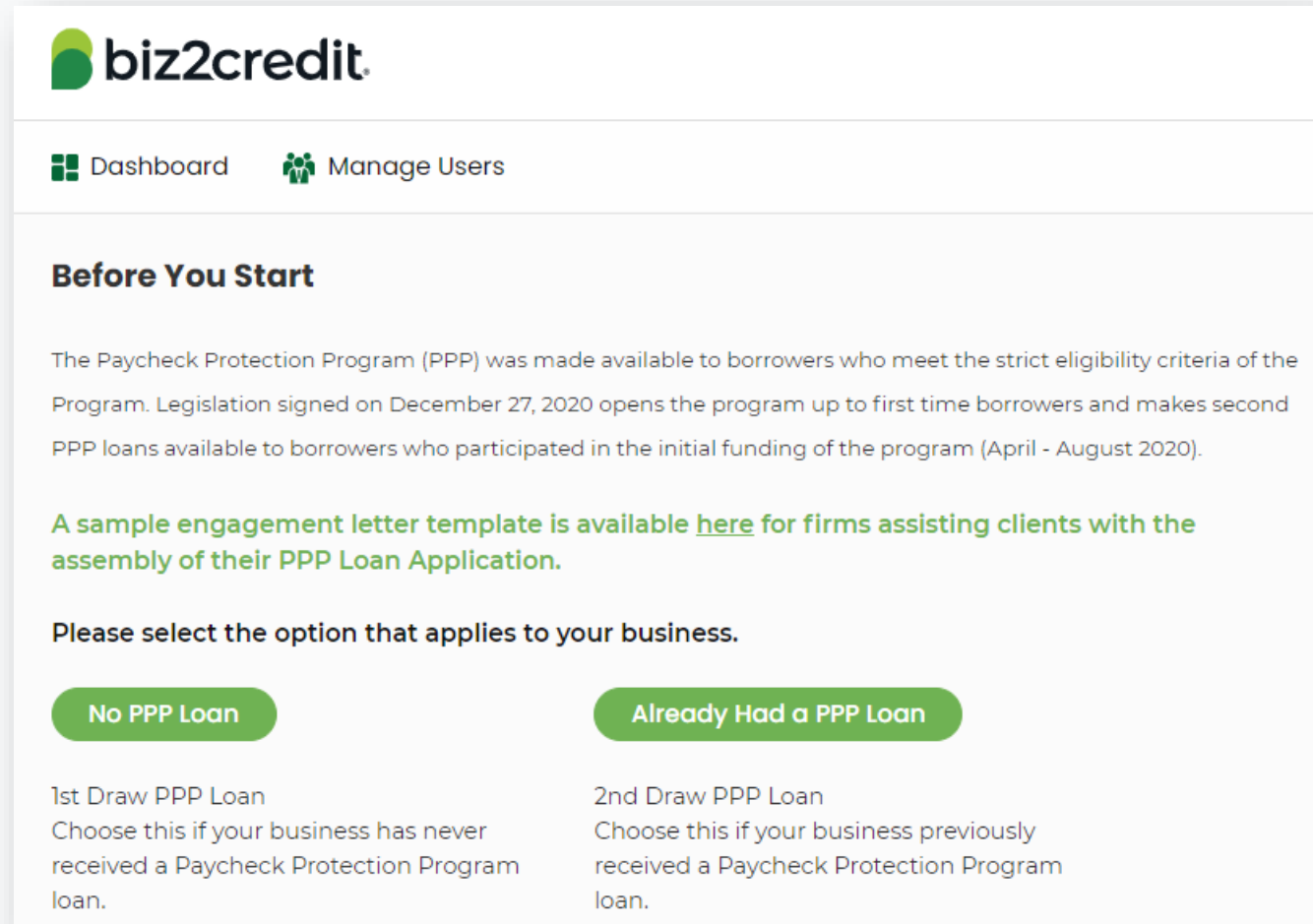
Understanding the difference between the calculation for 1st Draw vs 2nd Draw

## Why it happens

Most often this is due to incorrect selection of 1st Draw vs 2nd Draw on the "Before You Start" Screen in the CPA loan portal

## Go deeper

Resource to Reference: [PCPS FAQ/Reference Document](#)



The screenshot shows the biz2credit dashboard with navigation links for 'Dashboard' and 'Manage Users'. The main content area is titled 'Before You Start' and contains the following text:

The Paycheck Protection Program (PPP) was made available to borrowers who meet the strict eligibility criteria of the Program. Legislation signed on December 27, 2020 opens the program up to first time borrowers and makes second PPP loans available to borrowers who participated in the initial funding of the program (April - August 2020).

A sample engagement letter template is available [here](#) for firms assisting clients with the assembly of their PPP Loan Application.

Please select the option that applies to your business.

Two buttons are visible: 'No PPP Loan' and 'Already Had a PPP Loan'.

No PPP Loan	Already Had a PPP Loan
1st Draw PPP Loan Choose this if your business has never received a Paycheck Protection Program loan.	2nd Draw PPP Loan Choose this if your business previously received a Paycheck Protection Program loan.

# Reloading of Documents

(duplicate document requests)

## Pro-tip

Ensure that the proper Organization type is selected before sending the application over to your client for e-signature.

## Why it matters

If the organization type is changed after a document is uploaded the client will be required to upload the documents again. This may cause delays in processing.

## Go deeper

Resource to Reference: [Required Document Guidebook](#)

**biz2credit.**

Dashboard Manage Users

### Business Information

This information is required by the government for your Paycheck Protection Program application. It is based on [SBA Form 2483-SD](#).

Industry (NAICS code)  
722511 - Full-Service Restaurants ?

What is the borrower's business legal structure?  
Choose one...

- Choose one...
- Sole Proprietor
- Partnership
- C Corp
- LLC
- Joint Venture
- Professional Association
- Trust
- Cooperative
- LLP
- S Corp
- NPO
- Tenant in Common
- ESOP
- Non Profit Child Care
- ROBS
- Eligible Self Employed
- Independent Contractor
- Non Profit C 3 Organization
- Non Profit C 6 Organization

The borrower's business doesn't have an EIN

→

# Incorrect Loan Amounts

## Pro-tip

- Enter the number of employees that agrees with the average payroll costs used for the loan calculation

## Why it happens

- SBA is placing a compensation limit of \$35,000 per employee (or \$20,833 without benefits).
- If the total employees entered in the portal application form does not agree with the employee number represented on average payroll costs used for the loan amount calculation, then another total loan cap could be applied.

**Example:** if you entered information that indicates there are *two* employees in the portal, but the average monthly payroll contained payroll amounts for *four* employees, you will be capped at payroll compensation limits for the two employees. The portal will calculate maximum compensation per employee at the \$100,000 annualized compensation limit.

## Go deeper

Resource to Reference: [PCPS FAQ/Reference Document](#)

The image shows a sequence of three screenshots from the CPA Business Funding Portal, illustrating a common error in loan calculation. The first screenshot, titled "Enter Eligibility Values", shows a form where the "Average monthly payroll" is entered as \$500,000 and the "Number of Employees" is entered as 1. The second screenshot, titled "Paycheck Protection Program", displays a warning message: "The Small Business Administration (SBA) requires each applicant to subtract any compensation paid to an employee in excess of \$100,000 on an annualized basis, as prorated for the period during which the payments are made or the obligation to make the payments is incurred amount. Our calculator has suggested that you might have not deducted all compensation in excess of \$100,000 on an annualized basis. Therefore, we will cap all U.S. full time employees at a salary of \$100,000 in our calculation and your eligible amount will no longer be 2.5x your average monthly payroll." The third screenshot, titled "CPA Business Funding Portal", shows the calculated loan amount as \$20,833, based on the average monthly qualifying payroll of \$500,000.00. Red circles highlight the \$500,000 payroll, the 1 employee, the \$20,833 loan amount, and the \$500,000.00 payroll in the final screen. Yellow arrows indicate the flow from the input form to the warning message and then to the final calculation screen.