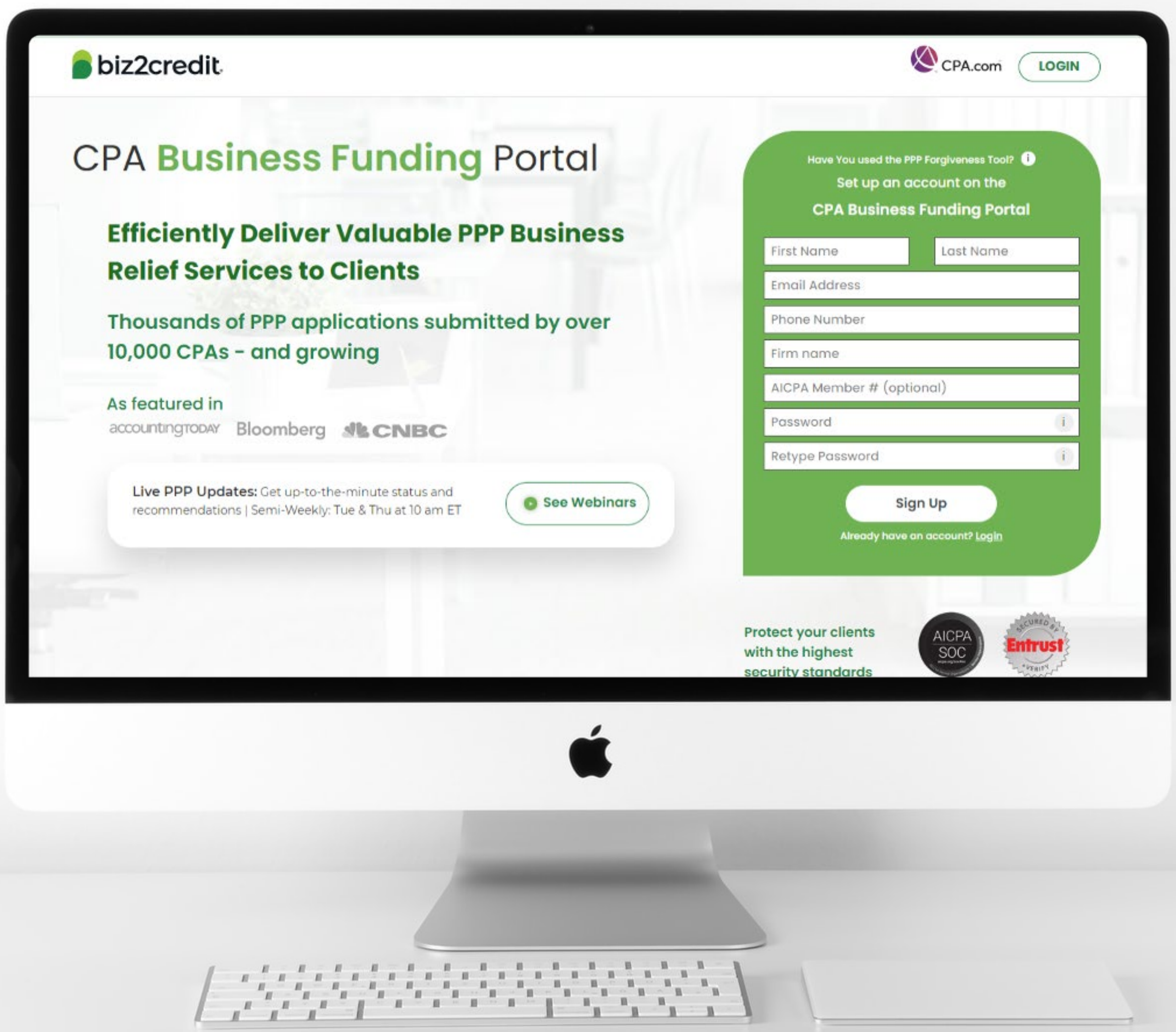
CPA Business Funding Portal

Live PPP Service Updates

March 25, 2021



Customer Care Updates from the CPA Business Funding Portal Team

Important Special Communications

There are applications that are approved and have received an E-Tran number but cannot be funded due identified issues. **If the application has been *rejected by the verifier*, it could be due to:**

Missing Requirements

- **Connect Bank Account for Verification via Online Link**
  - Alternatively provide 3 months of bank statements
- **For deals above $50,000:** Authorize the IRS Form 8821 with Client Signature
- **For deals using Schedule C:** Provide the Full/Filed IRS Form 1040 Tax Return (including Schedule C) if using 2019 as reference period

Common Mistakes

- **Driver's license images** are blurred or pixelated or expired
- **Voided Checks** issues:
  - Blurred or pixelated and cannot be clearly read
  - Does not have the business name printed on the check
  - If obtaining voided check is an issue, provide a bank letter on official bank letterhead with routing and account numbers that match ACH
- **Schedule C is an editable PDF** (must be a secured / un-editable PDF)
- **Addendum A or Addendum B was not provided** although required
- **ACH details provided are not for a business checking account**
- **Business owner names** on the documents provided do not match application
- **Payroll documents are missing** or were uploaded for the incorrect reference period
- **Schedule C is missing the client's Social Security Number (SSN)**
- **Revenue Reduction financial documents (e.g. Profit & Loss Statement)** have not been signed and dated by the authorized signatory of the applicant business

Missing Documents

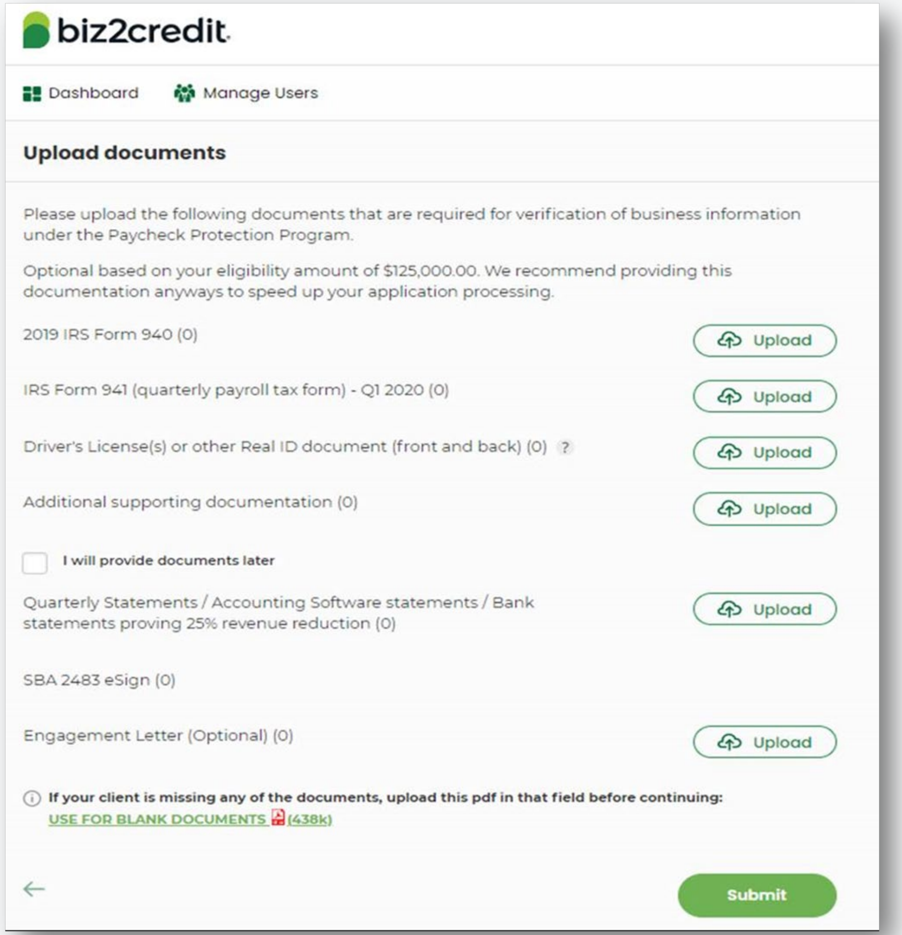
If the application is *missing documents*, it could be due to a client modification request.

In some cases, a different kind of document may be requested in order to complete this request.

Additionally, the client may have been required to sign a new SBA Form 2483 corresponding to the change in the application data.

Likely, this is the case for some of the clients' applications with this status. Firms should remind clients that they will need to provide this information by either:

- Uploading the requested document in their Biz2Credit account; or
- By e-signing the file they received from DocuSign.

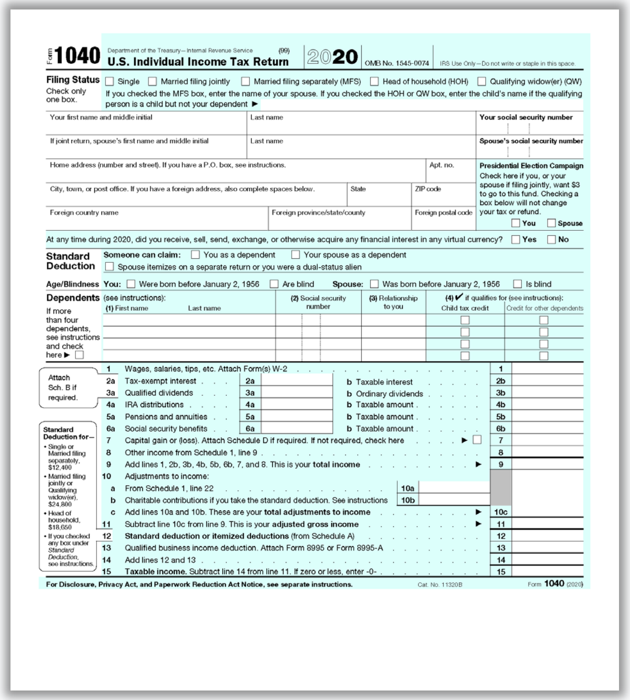


Operational Updates from the CPA Business Funding Portal Team

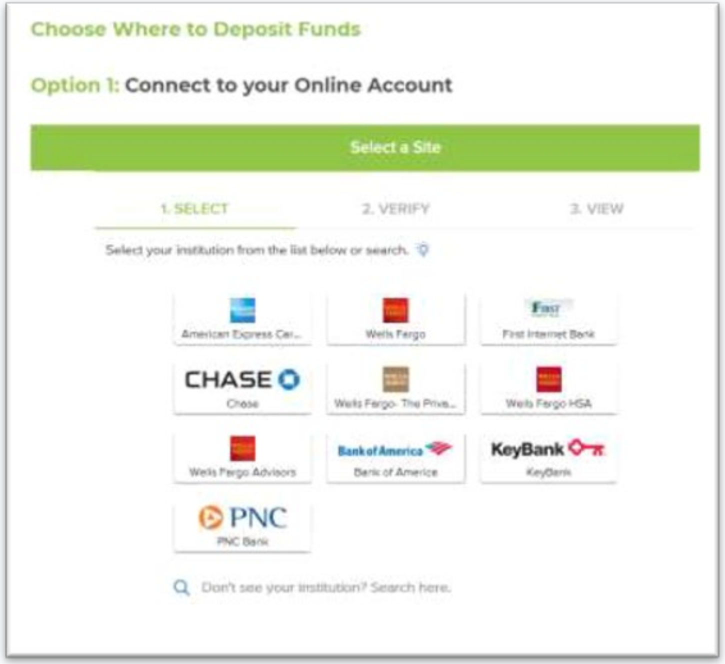
Additional Verification Steps

As we take action to ensure the CPA Business Funding Portal is used to generate and submit verified applications, our teams may be reaching out to you and your clients for some further documentation to complete this necessary due diligence.

IRS Form 1040 (Tax Return)



Online Account Verification



IRS Form 8821 / 4506-C

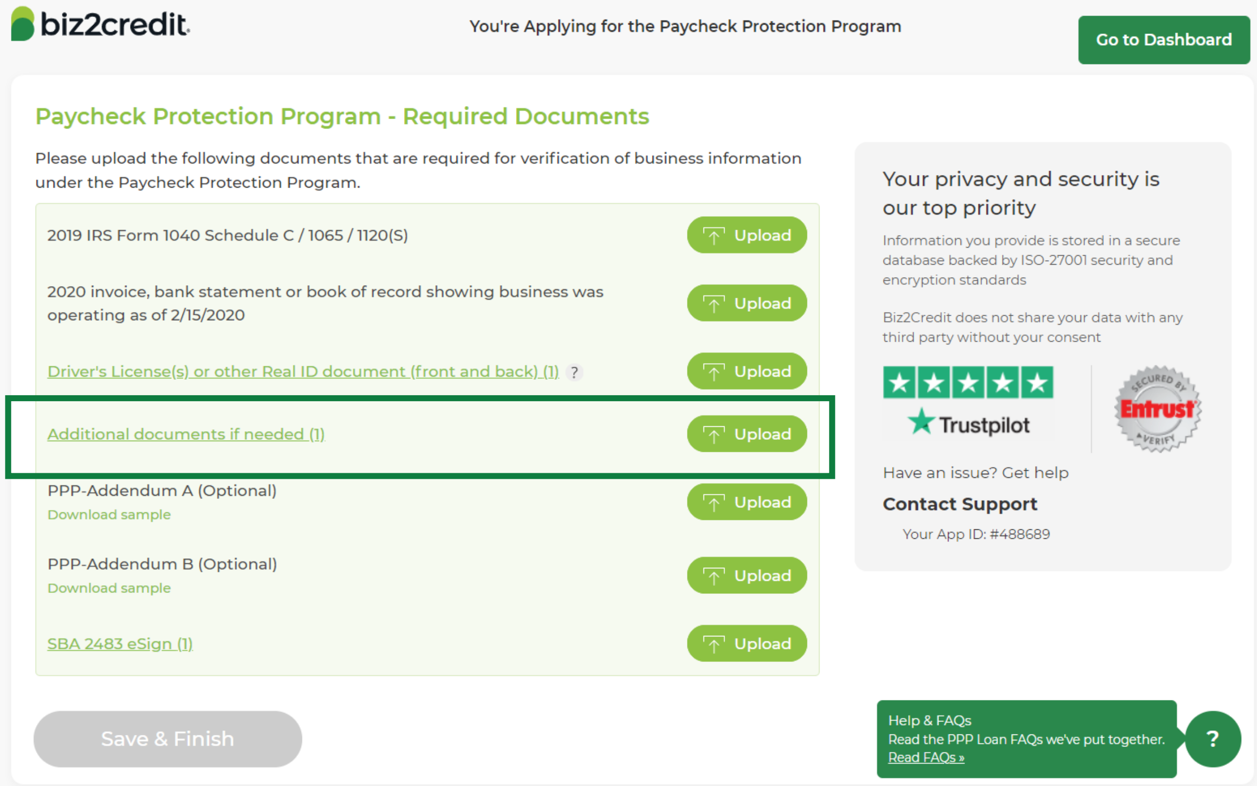
Completing Apps with IRS Form 1040

1040s Requested for Verification of Filing Status with Filed 2019 / 2020 Schedule C

1040s may be used or requested for any applicants applying with Schedule C gross income, Schedule C net-profit, or Schedule F.

Two ways to include IRS Form 1040:

- Clients can upload into Additional Documents
- CPAs can respond to emails they are copied on to work with funding specialists if required



Online Account Connection

Steps to Online Account Connection & Verification

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1. Receive an email from the Biz2Credit funding specialist team with a link to connect the account via third-party

2. Accept terms and log into your account using the secure third-party API.

3. Once logged in, select the business deposit account (must match ACH account).

4. Click to continue the setup process.

5. After connection is successful here is what the system is doing:
   - Checks for account / routing number
   - Confirms account is in active state
   - Provides a read-only transactional history for the account to verify activity