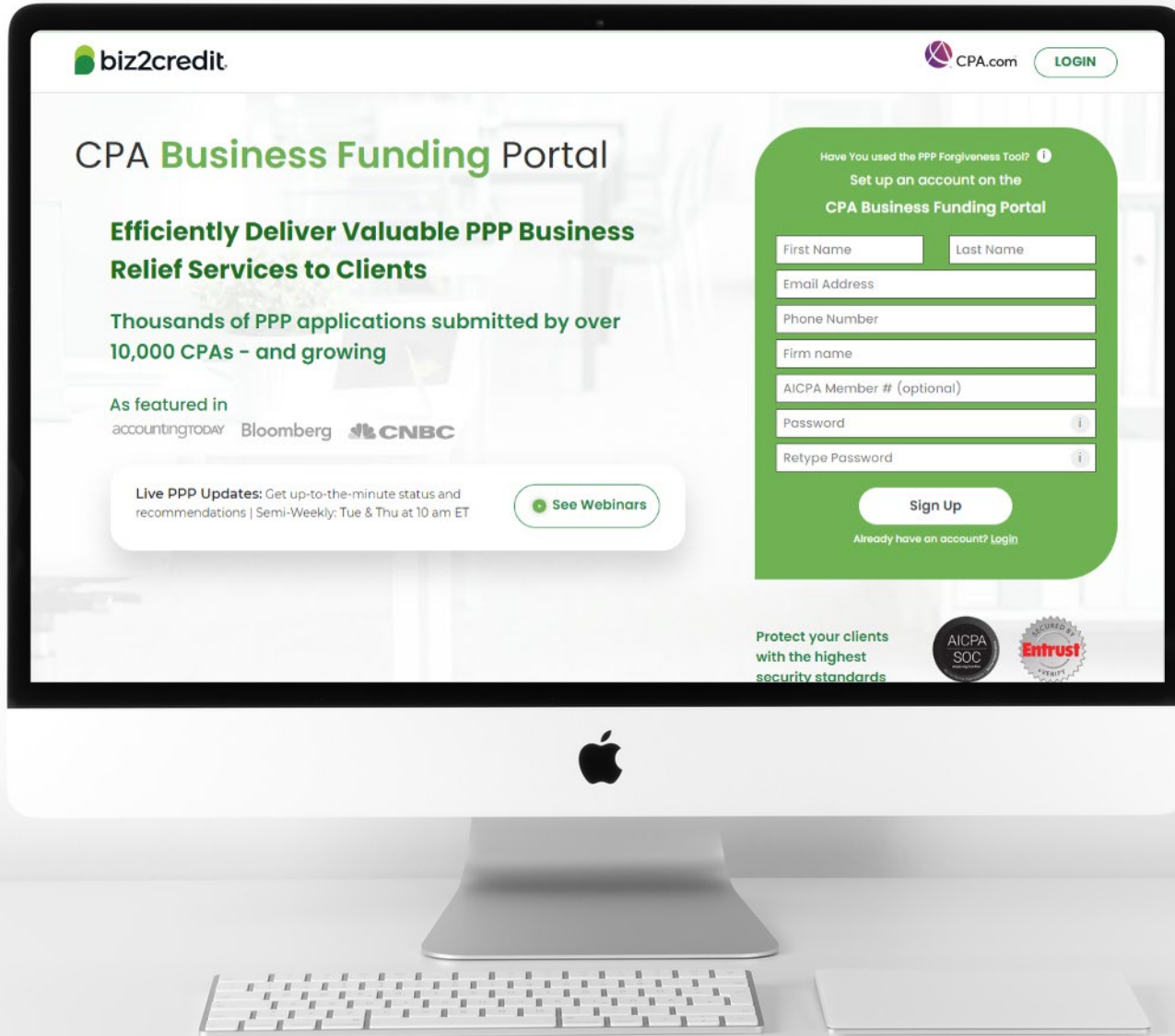




CPA **Business Funding** Portal

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.

biz2credit

Dashboard Manage Users

Upload documents

Please upload the following documents that are required for verification of business information under the Paycheck Protection Program.

Optional based on your eligibility amount of \$125,000.00. We recommend providing this documentation anyways to speed up your application processing.

2019 IRS Form 940 (0) [Upload](#)

IRS Form 941 (quarterly payroll tax form) - Q1 2020 (0) [Upload](#)

Driver's License(s) or other Real ID document (front and back) (0) [Upload](#)

Additional supporting documentation (0) [Upload](#)

☐ I will provide documents later

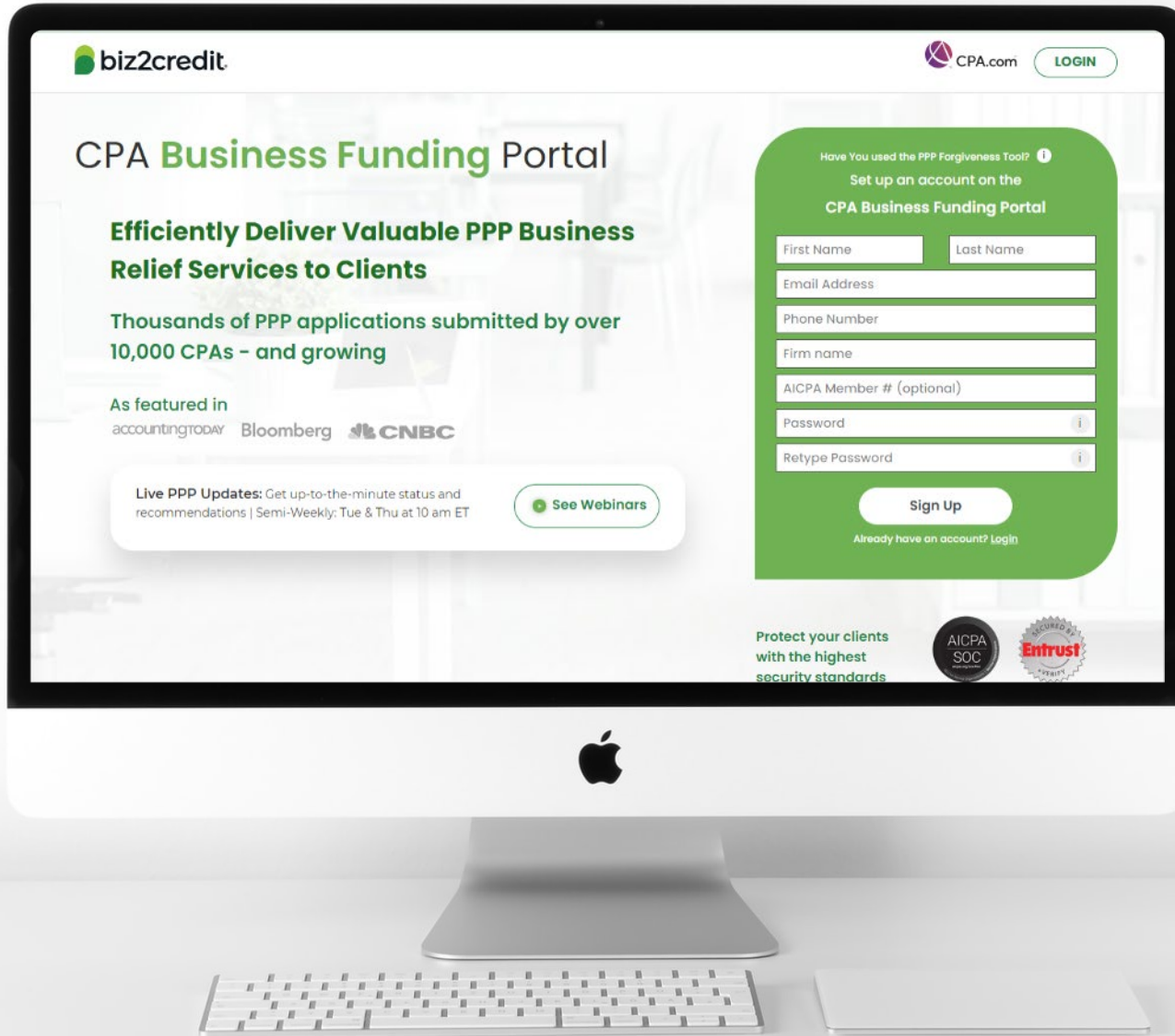
Quarterly Statements / Accounting Software statements / Bank statements proving 25% revenue reduction (0) [Upload](#)

SBA 2483 eSign (0)

Engagement Letter (Optional) (0) [Upload](#)

① If your client is missing any of the documents, upload this pdf in that field before continuing:
[USE FOR BLANK DOCUMENTS \(438k\)](#)

[←](#) [Submit](#)

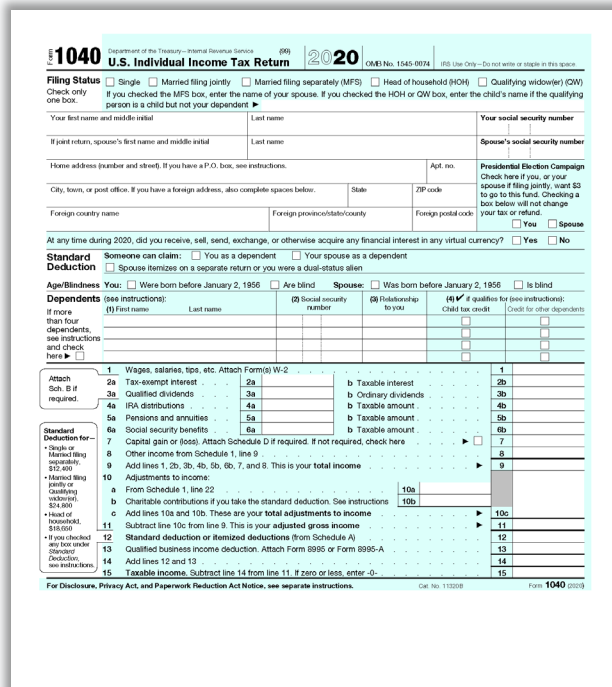


Operational Updates from the CPA Business Funding Portal Team

Additional Verification Steps

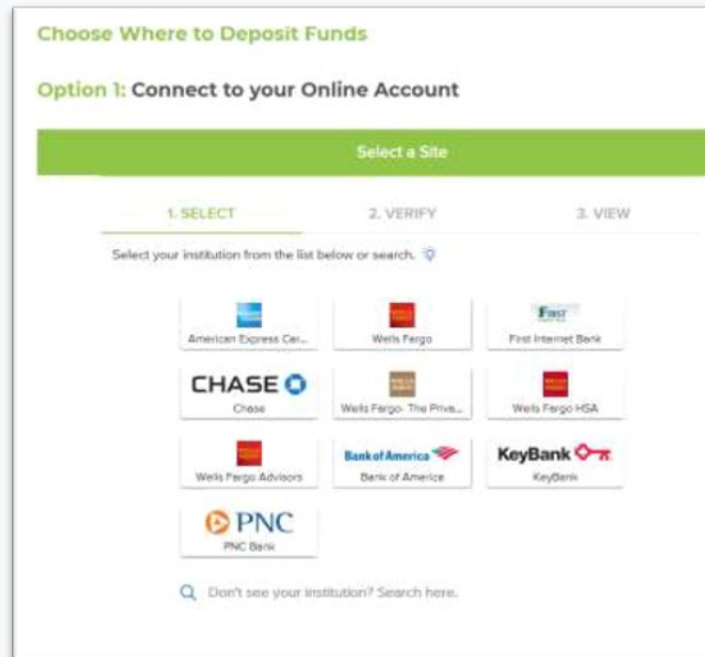
As we take action to ensure the CPA Business Funding Portal is used to generate and submit verified applications, our teams may be reaching out to you and your clients for some further documentation to complete this necessary due diligence.

IRS Form 1040 (Tax Return)



The image shows the front page of the 2020 IRS Form 1040. It includes the title "U.S. Individual Income Tax Return", the year "2020", and the Department of the Treasury logo. The form is divided into sections for Filing Status, Personal Information, and Tax Information. The Filing Status section includes checkboxes for Single, Married filing jointly, Married filing separately, Head of household (HOH), and Qualifying widow(er) (QW). The Personal Information section includes fields for the taxpayer's name, social security number, and address. The Tax Information section includes fields for wages, salaries, tips, etc. (W-2), taxable interest, qualified dividends, IRA distributions, pensions and annuities, social security benefits, capital gain or loss, other income, adjustments to income, standard deduction or itemized deductions, qualified business income deduction, and taxable income.

Online Account Verification



The image shows the "Option 1: Connect to your Online Account" screen. It features a green header with the title "Choose Where to Deposit Funds" and a sub-header "Option 1: Connect to your Online Account". Below the header is a green button labeled "Select a Site". The main content area is divided into three columns: "1. SELECT", "2. VERIFY", and "3. VIEW". Under "1. SELECT", there is a search bar and a list of financial institutions: American Express Card, Wells Fargo, First Internet Bank, Chase, Wells Fargo - The Private Bank, Wells Fargo - HSA, Wells Fargo Advisors, Bank of America, KeyBank, and PNC Bank. At the bottom, there is a search bar with the text "Don't see your institution? Search here."

IRS Form 8821 / 4506-C



The image shows the front page of the IRS Form 8821 (Rev. January 2015) Tax Information Authorization. It includes the title "Tax Information Authorization" and the Department of the Treasury logo. The form is divided into sections for Taxpayer Information, Designees, and Tax Information. The Taxpayer Information section includes fields for the taxpayer's name, address, and identification number. The Designees section includes fields for the designee's name, address, and identification number. The Tax Information section includes fields for the type of tax information requested, the period, and the specific tax matters. The form also includes a section for the taxpayer's signature and date.

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

biz2credit. You're Applying for the Paycheck Protection Program [Go to Dashboard](#)

Paycheck Protection Program - Required Documents

Please upload the following documents that are required for verification of business information under the Paycheck Protection Program.

2019 IRS Form 1040 Schedule C / 1065 / 1120(S)	Upload
2020 invoice, bank statement or book of record showing business was operating as of 2/15/2020	Upload
Driver's License(s) or other Real ID document (front and back) (1) ?	Upload
Additional documents if needed (1)	Upload
PPP-Addendum A (Optional) Download sample	Upload
PPP-Addendum B (Optional) Download sample	Upload
SBA 2483 eSign (1)	Upload

[Save & Finish](#)

Your privacy and security is our top priority
Information you provide is stored in a secure database backed by ISO-27001 security and encryption standards.
Biz2Credit does not share your data with any third party without your consent.

★★★★★
Trustpilot
Have an issue? Get help
Contact Support
Your App ID: #488689

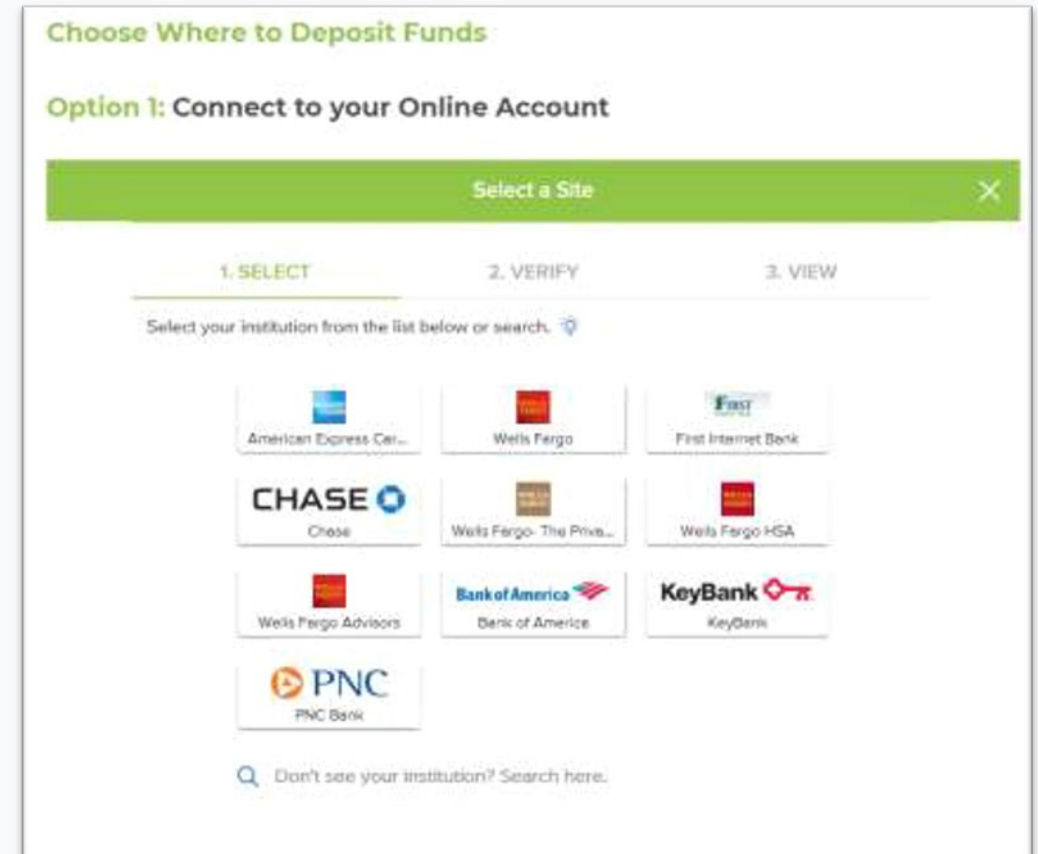
Help & FAQs
Read the PPP Loan FAQs we've put together.
[Read FAQs >](#)

Online Account Connection

Steps to Online Account Connection & Verification

Powered By  ENVESTNET
Yodlee

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



Choose Where to Deposit Funds

Option 1: Connect to your Online Account

Select a Site

1. SELECT 2. VERIFY 3. VIEW

Select your institution from the list below or search.

American Express Card	Wells Fargo	First Internet Bank
CHASE	Wells Fargo - The Private Bank	Wells Fargo HSA
Wells Fargo Advisors	Bank of America	KeyBank
PNC		

Don't see your institution? Search here.