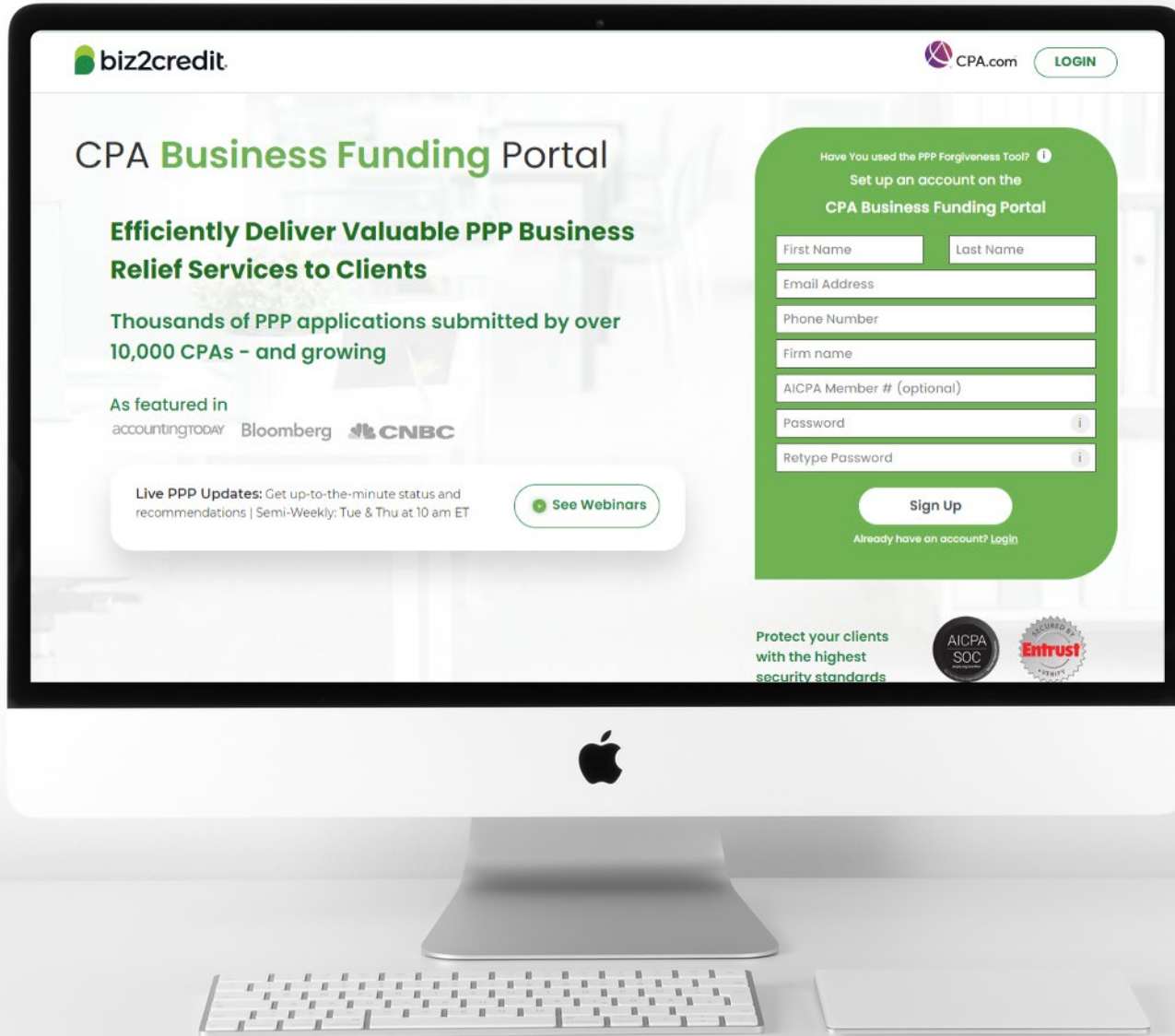




# CPA **Business Funding** Portal

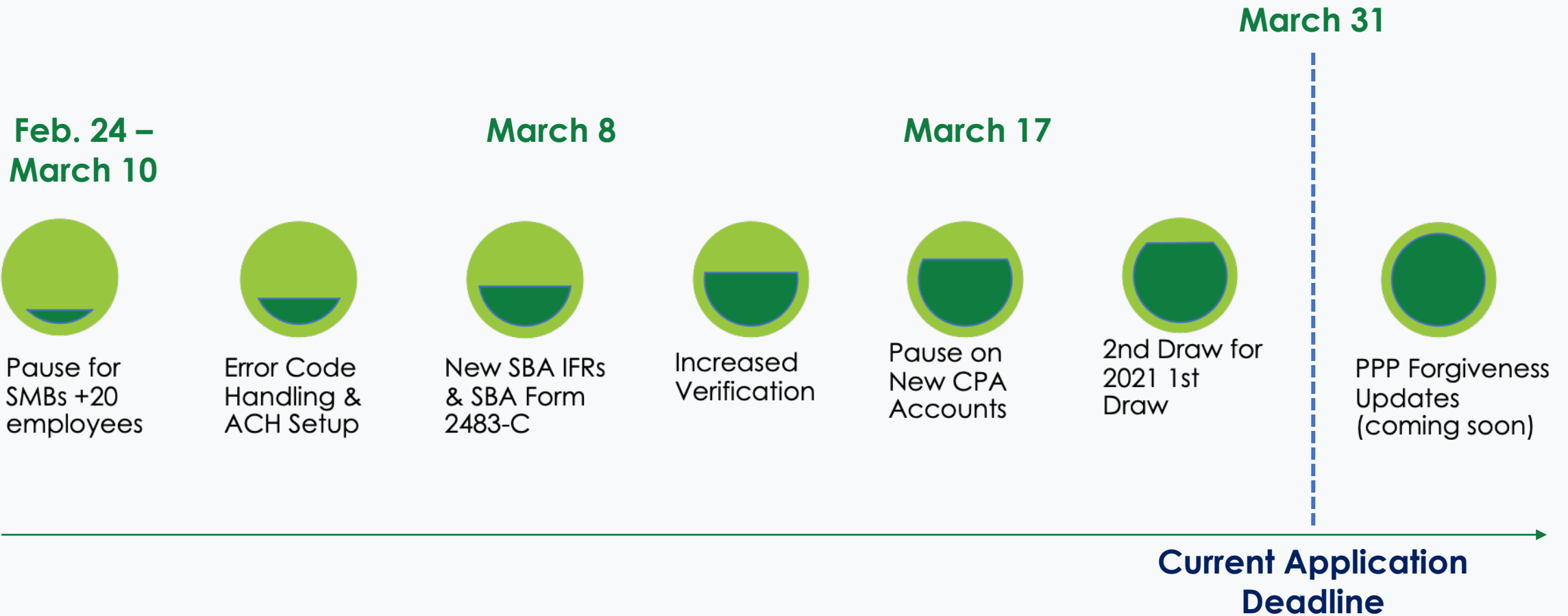
Live PPP Service Updates

March 25, 2021



# Operational Updates from the CPA Business Funding Portal Team

# Timeline of Major Updates



# 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)

**1040** Department of the Treasury—Internal Revenue Service **2020** U.S. Individual Income Tax Return (OMB No. 1545-0047) (R) Use Only—Do not write or staple in this space.

**Filing Status** ☐ Single ☐ Married filing jointly ☐ Married filing separately (MFS) ☐ Head of household (HOH) ☐ Qualifying widow(er) (QW)  
Check only one box. If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent. ▶

Your first name and middle initial Last name Your social security number  
If joint return, spouse's first name and middle initial Last name Spouse's social security number

Home address (number and street). If you have a P.O. box, see instructions. Apt. no. Presidential Election Campaign  
City, town, or post office. If you have a foreign address, also complete spaces below. State ZIP code Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund.

Foreign country name Foreign post office/county Foreign postal code ☐ You ☐ Spouse

At any time during 2020, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? ☐ Yes ☐ No

**Standard Deduction** ☐ Someone can claim: ☐ You as a dependent ☐ Your spouse as a dependent ☐ Spouse itemizes on a separate return or you were a dual-status alien

**Age/Blindness** You: ☐ Were born before January 2, 1955 ☐ Are blind ☐ Spouse: ☐ Was born before January 2, 1955 ☐ Is blind

**Dependents** (see instructions) If more than four dependents, see instructions and check box ☐ ▶

(a) First name	Last name	(b) Social security number	(c) Relationship to you	(d) <input type="checkbox"/> If qualifies for (see instructions): Child tax credit Credit for other dependents

**1** Wages, salaries, tips, etc. Attach Form(s) W-2  
**2a** Tax-exempt interest **2b** Taxable interest  
**3a** Qualified dividends **3b** Ordinary dividends  
**4a** IRA distributions **4b** Taxable amount  
**5a** Pensions and annuities **5b** Taxable amount  
**6a** Social security benefits **6b** Taxable amount  
**7** Capital gain or (loss). Attach Schedule D if required. If not required, check here ☐ **7**  
**8** Other income from Schedule 1, line 9  
**9** Add lines 1, 2b, 3b, 4b, 5b, 6b, 7, and 8. This is your total income ▶ **9**  
**10** Adjustments to income:  
**a** From Schedule 1, line 22  
**b** Charitable contributions if you take the standard deduction. See instructions **10a**  
**c** Add lines 10a and 10b. These are your total adjustments to income **10b** ▶ **10c**  
**11** Subtract line 10c from line 9. This is your adjusted gross income ▶ **11**  
**12** Standard deduction or itemized deductions (from Schedule A)  
**13** Qualified business income deduction. Attach Form 8965 or Form 8965-A  
**14** Add lines 12 and 13  
**15** Taxable income. Subtract line 14 from line 11. If zero or less, enter -0-

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions. Cat No. 1112018 Form **1040** (2020)

## Online Account Verification

**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 Chase Wells Fargo - The Private... Wells Fargo HSA

Wells Fargo Advisors Bank of America KeyBank KeyBank

PNC Bank

Don't see your institution? Search here.

## IRS Form 8821 / 4506-C

**Form 4506-C** Request for Copy of Tax Return (Rev. January 2021) Do not sign if Request For more information

**Form 8821** Tax Information Authorization (Rev. January 2021) Do not sign this form unless all applicable lines have been completed. Do not use Form 8821 to request copies of your tax returns or to authorize someone to represent you. See instructions.

**1. Taxpayer information.** Taxpayer must sign and date this form on line 6.

Taxpayer name and address Taxpayer identification number(s)  
Daytime telephone number (if applicable)

**2. Designee(s).** If you wish to name more than two designees, attach a list to this form. Check here if a list of additional designees is attached ☐

Name and address CAF No.  
PTIN Telephone No.  
Fax No.  
Check if new: Address Telephone No. Fax No.  
CAF No.  
PTIN Telephone No.  
Fax No.  
Check if new: Address Telephone No. Fax No.

**3. Tax information.** Each designee is authorized to inspect and/or receive confidential tax information for the type of tax, forms, periods, and specific matters you list below. See the line 3 instructions.  
☐ By checking here, I authorize access to my IRS records via an Intermediate Service Provider.

**4. Specific use not recorded on the Centralized Authorization File (CAF).** If the tax information authorization is for a specific use not recorded on CAF, check this box. See the instructions. If you check this box, skip line 5. ☐

**5. Retention/revocation of prior tax information authorizations.** If the line 4 box is checked, skip this line. If the line 4 box isn't checked, the IRS will automatically revoke all prior tax information authorizations on the unless you check the line 5 box and attach a copy of the tax information authorization(s) that you want to retain. ☐ To revoke a prior tax information authorization(s) without submitting a new authorization, see the line 5 instructions.

**6. Taxpayer signature.** If signed by a corporate officer, partner, guardian, partnership representative (or designated individual, if applicable), executor, receiver, administrator, trustee, or individual other than the taxpayer, I certify that I have the legal authority to execute this form with respect to the tax matters and tax periods shown on line 3 above.  
▶ IF NOT COMPLETED, SIGNED, AND DATED, THIS TAX INFORMATION AUTHORIZATION WILL BE RETURNED.  
▶ DON'T SIGN THIS FORM IF IT IS BLANK OR INCOMPLETE.

Signature Date  
Print Name Title (if applicable)

For Privacy Act and Paperwork Reduction Act Notice, see the instructions. Cat No. 11180P Form **8821** (Rev. 01-2021)

# 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)	<a href="#">Upload</a>
2020 invoice, bank statement or book of record showing business was operating as of 2/15/2020	<a href="#">Upload</a>
<a href="#">Driver's License(s) or other Real ID document (front and back) (1) ?</a>	<a href="#">Upload</a>
<a href="#">Additional documents if needed (1)</a>	<a href="#">Upload</a>
PPP-Addendum A (Optional) <a href="#">Download sample</a>	<a href="#">Upload</a>
PPP-Addendum B (Optional) <a href="#">Download sample</a>	<a href="#">Upload</a>
<a href="#">SBA 2483 eSign (1)</a>	<a href="#">Upload</a>

[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

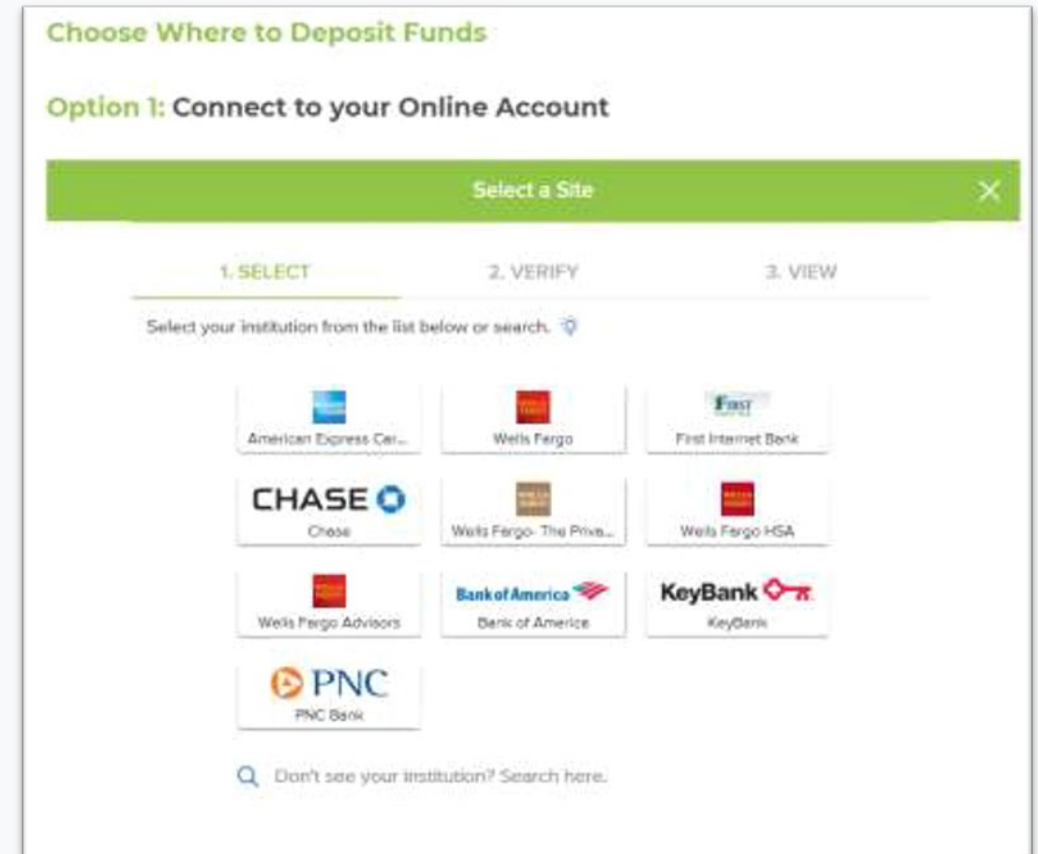
Help & FAQs  
Read the PPP Loan FAQs we've put together.  
[Read FAQs >](#)

# 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**

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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 Bank		

Don't see your institution? Search here.

# Question & Answer

Enter Your Questions in the GoToWebinar Control Panel. Our team uses these questions to inform future resources and Live Service Update topics.

# Summary and Key Takeaways

## SBA Announcements

SBA updated rules are fully implemented in the CPA Business Funding Portal and now available for all users.

Current application deadline is **March 31**.

Continue to watch for SBA updates if PPP Extension Act is passed.

## New Features

Look for the ability to **add ACH details** on new PPP applications your firm is submitting

Check your firm's application **funnel report** for a picture of the processing status for your firm

Clients should continue to resolve any **validation errors** by logging into their dashboard

## Tips & Best Practices

Watch the recap videos available on CPA.com

[CPA.com/PPPresources](https://cpa.com/PPPresources)

Join us on Tuesday at 10am ET