



CPA **Business Funding** Portal

Live PPP Service Updates

April 1, 2021

Verified Firm Processing

We continue to take action to ensure the CPA Business Funding Portal is used to generate and submit verified applications. We are implementing new procedures with this objective as their primary purpose.

Going Forward for Firms Wanting to Submit New Applications:

- Verified CPA or Controls review required
- Next Steps: Announcement coming later today

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) (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. _____
 City, town, or post office. If you have a foreign address, also complete spaces below: State: _____ ZIP code: _____
 Foreign country name: _____ Foreign province/state/county: _____ Foreign postal code: _____

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, 1956 Are blind Spouse: Was born before January 2, 1956 Is blind

Dependents (see instructions):
 If more than four dependents, see instructions and check here:

1	2a	2b	3a	3b	4a	4b	5a	5b	6a	6b	7	8	9	10a	10b	10c	11	12	13	14	15	
Wages, salaries, tips, etc. Attach Form(s) W-2	Tax-exempt interest	Taxable interest	Qualified dividends	Ordinary dividends	IRA distributions	Taxable amount	Pensions and annuities	Taxable amount	Social security benefits	Taxable amount	Capital gain or (loss). Attach Schedule D if required. If not required, check here	Other income from Schedule 1, line 9	Add lines 1, 2b, 3b, 4b, 5b, 6b, 7, and 8. This is your total income	Adjustments to income:	Charitable contributions if you take the standard deduction. See instructions	Add lines 10a and 10b. These are your total adjustments to income	Subtract line 10c from line 9. This is your adjusted gross income	Standard deduction or itemized deductions (from Schedule A)	Qualified business income deduction. Attach Form 990 or Form 990-E	Add lines 12 and 13	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. 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	Wells Fargo - The Priv...	Wells Fargo HSA
Chase	Wells Fargo Advisors	Bank of America
	Bank of America	KeyBank
		KeyBank
PNC	PNC Bank	

Don't see your institution? Search here.

Bank Statement

HOWARD BANK Statement Ending 09/21/2018 Page 1 of 4

RETURN SERVICE REQUESTED

John Doe
 123 Main Street
 Baltimore, MD 21224

Managing Your Accounts

Primary Branch: Canton
 Phone Number: 443-573-4800
 Online Banking: HowardBank.com
 Telephone Banking: 1-877-527-2703
 Mailing Address: 3301 Boston Street, Baltimore, MD 21224

Summary of Accounts

Account Type	Account Number	Ending Balance
HOWARD RELATIONSHIP CHECKING	XXXXXXXX101	\$5,684.32

HOWARD RELATIONSHIP CHECKING-XXXXXXXX4101

Primary Checking

Account Summary

Date	Description	Amount
09/01/2018	Beginning Balance	\$18,806.47
09/01/2018	3 Credit(s) This Period	\$4,293.20
09/01/2018	20 Debit(s) This Period	\$17,414.48
09/21/2018	Ending Balance	\$5,684.32

Account Activity

Date	Description	Debit	Credit	Balance
09/01/2018	Beginning Balance			\$18,806.47
09/04/2018	Signature POS Debit 09/02 MD BALTIMORE GIANT FOOD INC SE2410182	\$57.48		\$18,747.99
09/04/2018	Nationstar via My Cooper XXXXXX8179	\$1,989.80		\$16,758.39
09/05/2018	HME WARRANTY 820247390 582989	\$42.99		\$16,715.40
09/05/2018	SAVES CLUB INC ONLINE PMT 02/42/19/0425AFOS	\$4,071.42		\$12,643.98
09/05/2018	DISCOVER BANK E TRANSFER	\$8,212.00		\$4,431.98
09/05/2018	BALTIMORE GAS/ELEC ONLINE PMT	\$160.75		\$4,271.23
09/06/2018	AMAZON	\$170.00		\$4,101.23
09/06/2018	DISCOVERSHIRE II CO CONS CP RCS198	\$105.00		\$3,996.23
09/07/2018	DEPOSIT		\$65.25	\$4,061.48
09/07/2018	ATM Withdrawal 09/07 MD BALTIMORE 10101	\$88.50		\$3,972.98
09/10/2018	PHILADELPHIA RD SE2410088	\$180.00		\$3,792.98
09/10/2018	Signature POS Debit 09/08 MD BALTIMORE GIANT FOOD	\$70.11		\$3,722.78
09/10/2018	L A FITNESS	\$12.98		\$3,709.80
09/11/2018	AT&T MOBILITY ONLINE PMT	\$116.22		\$3,593.58
09/14/2018	DEPOSIT		\$606.62	\$4,200.20
09/14/2018	DIRECT DEP		\$3,038.33	\$1,161.87
09/14/2018	Signature POS Debit 09/13 MD BALTIMORE GIANT	\$18.86		\$1,143.01
09/17/2018	ATM Withdrawal 09/15 WY INWOOD MARTINSBURG-INWOOD	\$400.00		\$743.01
09/17/2018	Signature POS Debit 09/16 MD BALTIMORE GIANT	\$14.06		\$728.95

FDIC

Portal Processing Status

Process Improvement

Portal updates continue to improve the firm experience and allow application processing to occur more smoothly for firms and clients.

Engagement with clients by Biz2Credit continues to be refined to provide firms with more visibility and input into post-submission processing.

Spotlight on Verification

The CPA Business Funding Portal is designed for appropriately **licensed professionals and advisers**. Non-verified firms may not use the Portal.

In accordance with **SBA rules** applications on the CPA Business Funding Portal must be true and complete, and all documentation must be accurate.

Important Reminders

P&L documents must be signed by client when over \$150,000.

Schedule C documentation cannot be editable or be modified by a firm prior to submission.

ACH details for clients must be business checking / deposit accounts that are supported by accurate voided checks, bank letters or statements.