



# CPA **Business Funding** Portal

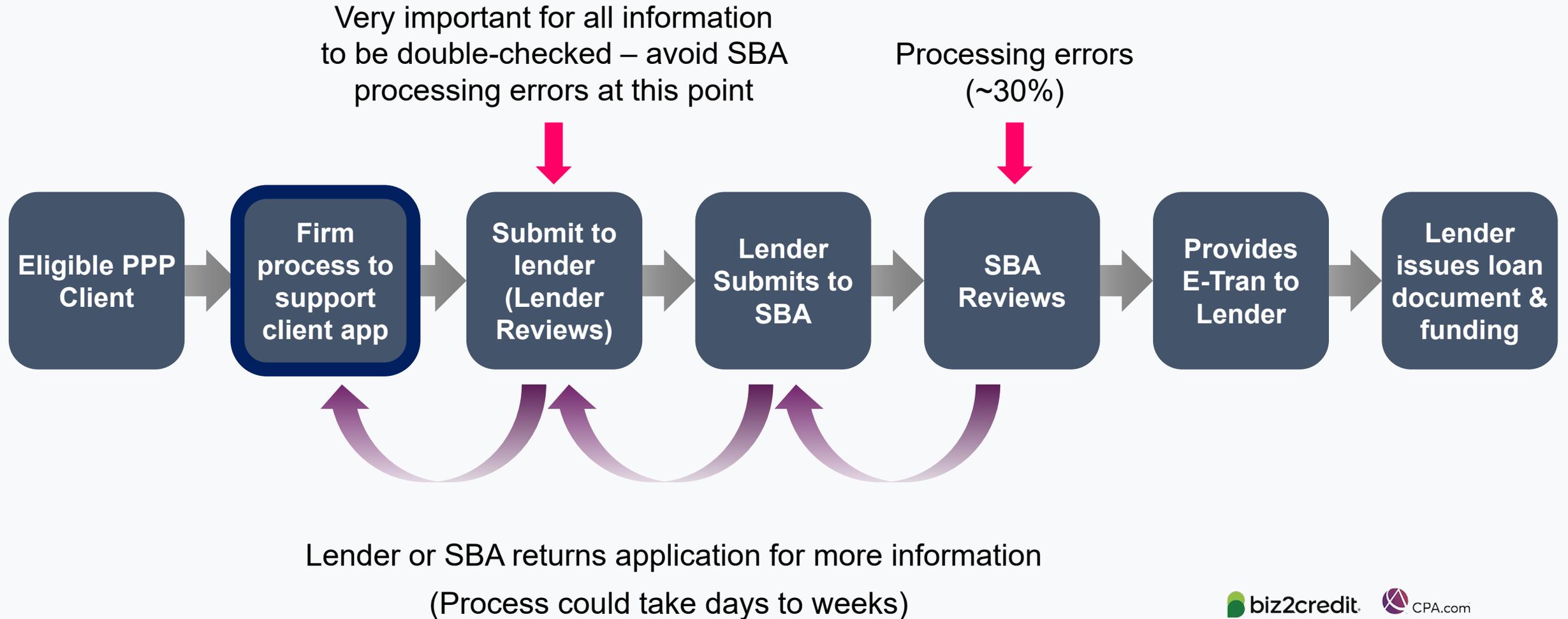
Live PPP Service Updates

April 13, 2021



# Operational Updates from the CPA Business Funding Portal Team

# PPP Firm to Lender Workflow



# PPP Processing Timeline

**Minutes** > **Minimum 48 hrs** > **Up to 10 days** > **Up to 10 days** > **About 48 hrs**

Complete the Government Declarations and eSign sent by the client's CPA firm.

**CPA Business Funding Portal**

ACH Details  
**NEW**

Submission into SBA and timeframe for SBA decision to be made is no less than 48 hours.

**Biz2Credit Account**

Submission Status

Client's application is approved and the final verification process begins. Client must provide ACH details and any outstanding documents or clarifications during this time.

Underwriter Notes  
**NEW**

Loan agreement is generated and sent to the client for eSign. Approximate processing times are 12-14 business days right now.

Funds are sent to the client's account via ACH or wire transfer. Processing may take around 48 hours.

**Client's Bank Account**

# 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) First name | Last name | (2) Social security number | (3) Relationship to you | (4) <input type="checkbox"/> If qualifies for (see instructions): Child tax credit | (5) Credit for other dependents |
|----------------|-----------|----------------------------|-------------------------|--|---------------------------------|
|                |           |                            |                         | <input type="checkbox"/>   | <input type="checkbox"/>        |

| 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 <input type="checkbox"/> | 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: | From Schedule 1, line 22 | Charitable contributions if you take the standard deduction. See instructions | 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. Date: 01/11/2020 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     |
| Wells Fargo Advisors  | Bank of America           | KeyBank             |
| PNC                   | Bank of America           | KeyBank             |

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-XXXXXXX4101**

**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

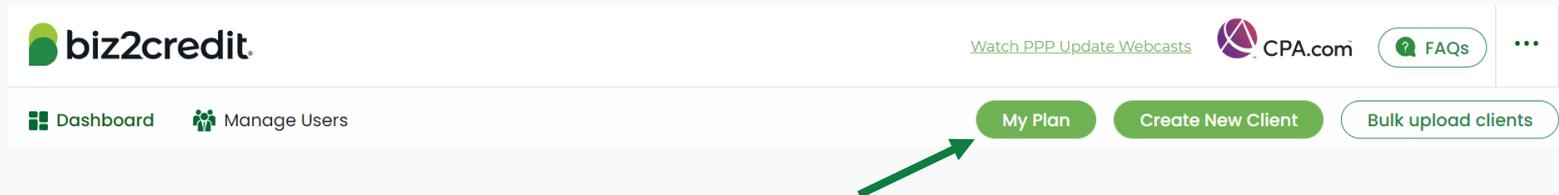
| Date       | Description   | Debit      | Credit     | Balance     |
|------------|---|------------|------------|-------------|
| 09/01/2018 | Beginning Balance   |            |            | \$18,806.47 |
| 09/04/2018 | Signature POS Debit 09/02 MD BALTIMORE GIANT FOOD INC SE2410182 | \$57.48    |            | \$18,747.99 |
| 09/04/2018 | Nationstar via My Cooper XXXXXX8179                             | \$1,989.80 |            | \$16,758.19 |
| 09/05/2018 | HME WARRANTY 820247390 SB9380                                   | \$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/ELECTRIC 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 SE24100818                                      | \$180.00   |            | \$3,792.98  |
| 09/10/2018 | Signature POS Debit 09/08 MD BALTIMORE GIANT FOOD               | \$70.11    |            | \$3,722.87  |
| 09/10/2018 | L A FITNESS   | \$12.98    |            | \$3,709.89  |
| 09/11/2018 | ATM MOBILITY ONLINE PMT   | \$116.22   |            | \$3,593.67  |
| 09/14/2018 | DEPOSIT   |            | \$606.62   | \$4,200.29  |
| 09/14/2018 | DIRECT DEP  |            | \$3,026.33 | \$1,173.96  |
| 09/14/2018 | Signature POS Debit 09/13 MD BALTIMORE GIANT                    | \$18.86    |            | \$1,155.10  |
| 09/17/2018 | ATM Withdrawal 09/15 WV INWOOD MARTINSBURG-INWOOD               | \$400.00   |            | \$755.10    |
| 09/17/2018 | Signature POS Debit 09/16 MD BALTIMORE GIANT                    | \$14.06    |            | \$741.04    |

FDIC

# Commission Report – Accessing the Report

As more applications are funded, firms can view their Commission Report under “My Plan” page.

- 1 Click on “My Plan” button on the dashboard (Firm Admin only)



- 2 Access the Commission Report below Usage Dashboard



# Commission Report – View & Export Report

You will be able to view the details of the applications that have been funded as well as your commission for each application.

## Commission Report – Pending Final SBA Guidance & Regulations

The following table shows the funded Paycheck Protection Program loans submitted by your firm through the CPA Business Funding Portal. These loans qualify for commission according to the Agent Fee structure provided by the government.

Download Excel

| Case ID  | SBA Loan Number | Business Name               | Lender         | Funded Date | Funded Amount | Commission <sup>1</sup> | Opt-in                              |
|----------|-----------------|-----------------------------|----------------|-------------|---------------|-------------------------|-------------------------------------|
| APP18066 | 2918400233      | Test Businessskjhdfjkhfndsl | Itria Ventures | 03/10/2021  | \$798,798.00  | \$3,993.99              | <input checked="" type="checkbox"/> |
| Total    |                 |                             |                |             | \$798,798.00  | \$3,993.99              |                                     |

1. Agent fees are set by the Treasury Department and currently set so they may not exceed One percent (1.00%) for loans of not more than \$350,000; 0.50 percent for loans of more than \$350,000 and less than \$2 million; 0.25 percent for loans of at least \$2 million; for Loans under \$50,000, it is expected that the fee will be based on the lesser of either \$500 or 10% of the loan amount.

You can export the report in excel format

You can opt out of receiving the commission for this application by unchecking the box. The decision is final, and you will not be able to change it in the future

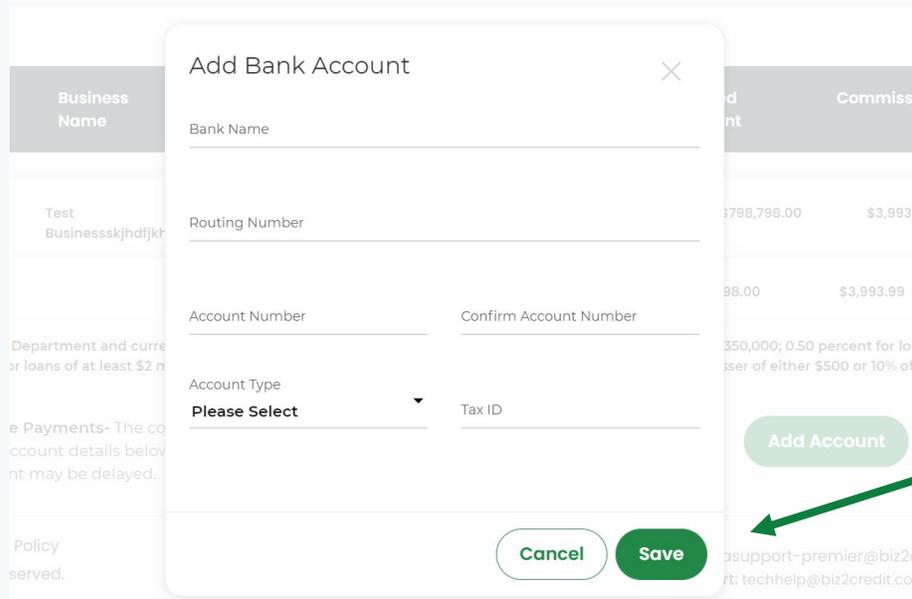
# Commission Report – Bank Account Info

**A bank account is required to ensure timely payment of the commissions. You can provide your bank account information by clicking on the “Add Account” button below the commission report.**

**Setup Bank Accounts to Receive Payments-** The commissions due to your firm will be deposited at the conclusion of the program. Add your firm's bank account details below to ensure you receive timely payment of commissions. If you do not add your account details payment may be delayed.

Add Account

Back to My Plan



The screenshot shows a modal window titled "Add Bank Account" with a close button (X) in the top right corner. The form contains the following fields:

- Bank Name
- Routing Number
- Account Number
- Confirm Account Number
- Account Type (dropdown menu with "Please Select" selected)
- Tax ID

At the bottom of the modal are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a green arrow pointing to it from the right. In the background, a commission report is visible, showing columns for "Business Name", "Amount", and "Commission".

Your bank account information will be saved in the portal and it will be the account where the commissions will be deposited.

# 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.

Deadline now extended to **May 31**.

Watch for updates about SBA funding for the program – approximately \$50 billion remains.

## 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 can now resolve many common **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 Thursday at 10am ET