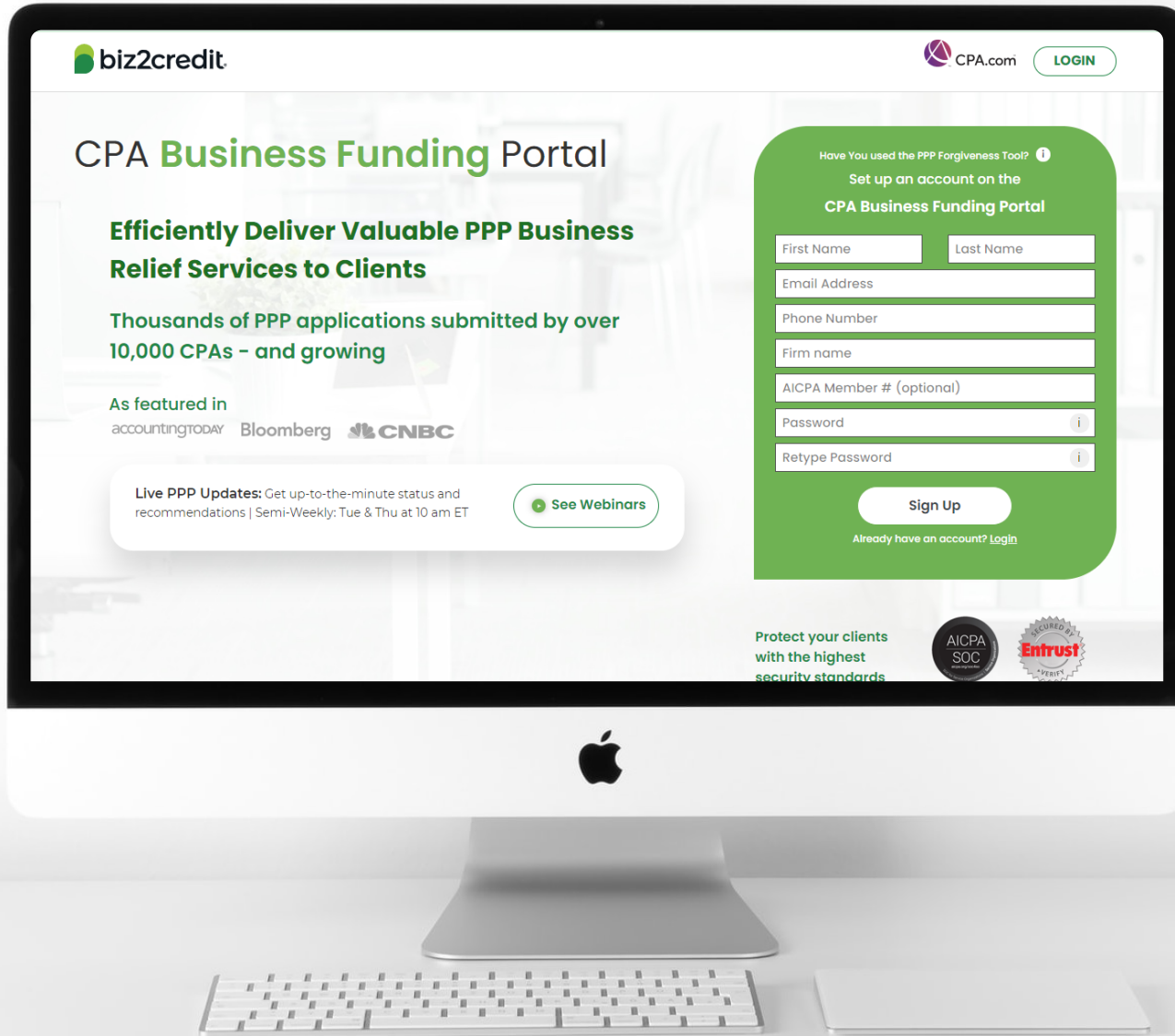




CPA **Business Funding** Portal

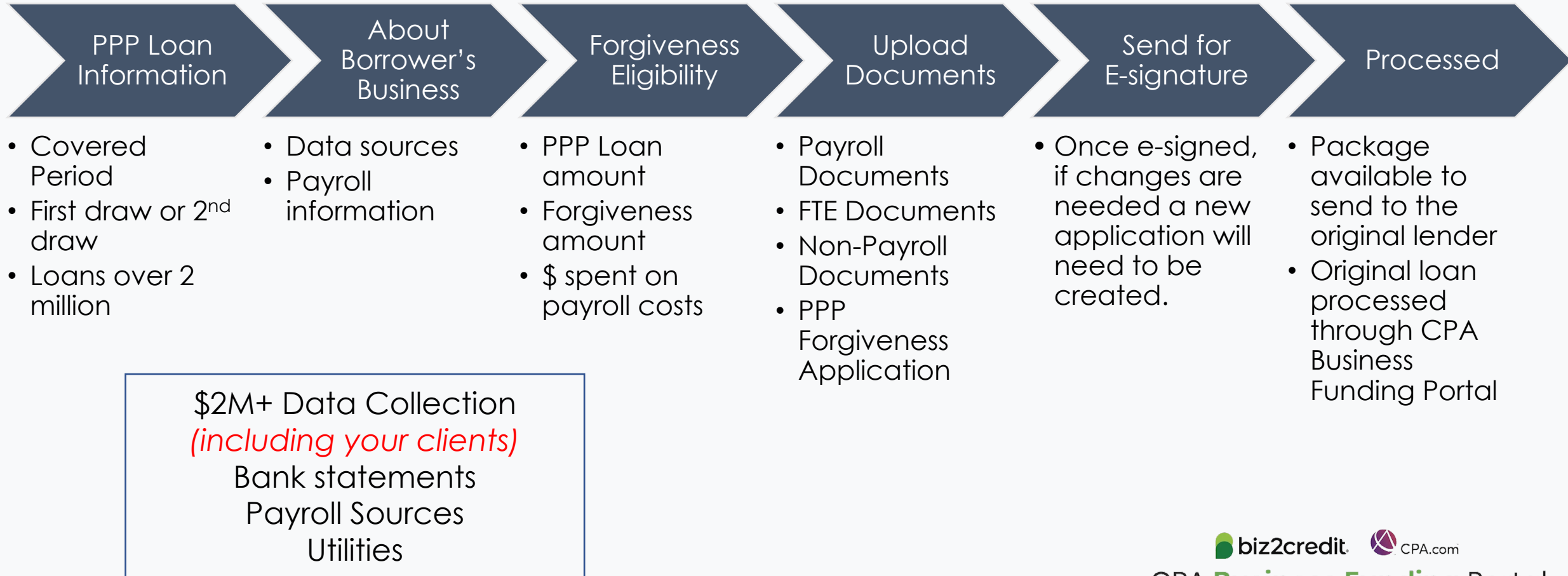
Live PPP Service Updates

May 4, 2021



Customer Care Updates from the CPA Business Funding Portal Team

Forgiveness Application Journey



Forgiveness: Business Information

Training tip

Business details and ownership are crucial in the forgiveness application process.

Why it matters

Principals entered are required to generate an e-signature for the forgiveness application.

Go deeper

See the [forgiveness applications](#) for application details that must be collected to be included on the application.

Business Details

Details you enter here should reflect the information of the borrowing business (these should match what was on the original PPP loan application) and the owner or primary designated representative of the organization.

Legal business name Quantum, LLC	Are you doing business with another name? <input type="radio"/> Yes <input checked="" type="radio"/> No
Industry (NAICS code) 111110 - Soybean Farming	Tax ID Number (EIN or SSN) 11-111111
Date of Incorporation (Optional) 04/06/2005	Number of Employees at the time of Loan Application 500
Number of Employees at the time of Forgiveness Application 500	Business structure LLC
Business address 8031 Main Street	City Dexter
State (Enter only State Code) MI	Zip code 48130
Business phone (123) 456-7890	


About Business Principals ?

*In order to generate an electronic signature on the forgiveness application form, please enter the name and position of the individual who will be signing the form. The remainder of the information is optional.

Principal Name Lydia Johnson	Position in business (e.g. CEO, Director, Partner etc.) CEO
--	---

Application Progress

- ✓ PPP loan information
- ← About borrower's business
- Data Sources
- Payroll information
- Forgiveness eligibility
- Upload documents

AICPA PCPS Pro Tip 

The AICPA's Private Companies Practice Section (PCPS) offers valuable insights on key areas of the Paycheck Protection Program (PPP) and the loan forgiveness application by using the latest guidance from the Treasury and Small Business Administration (SBA). Learn more about PCPS at aicpa.org/pcps.

Forgiveness: Eligibility

Training tip

The PPP loan amount will help determine which forgiveness application to use and the path the application will take in the portal

- Loans of \$150,000 and less will utilize Form 3508S and limited data will be required
- Additional questions will be asked to determine if Form 3508 or 3508EZ should be used
 - If 3508EZ can be used, total amounts needed for the forms will be requested
 - All others will use Form 3508 path
- If 3508 is required, the borrower will have options for how to enter all the required data
 - AICPA calculators can be used to calculate and enter total
 - Information can be entered directly into the platform and the calculations will be performed by the portal

biz2credit [Watch PPP Update Webcasts](#) [CPA.com](#) [FAQs](#)

[Dashboard](#) [Manage Users](#)

Forgiveness eligibility calculations

[Download the Form 3508s Forgiveness Calculator \[Excel\]](#)

PPP Loan Amount
\$140,000.00 Auto-calculated value

Forgiveness Amount
\$ 140,000

Amount of Loan Spent on Payroll Costs
\$

Actual Forgivable Amount: \$140,000.00 **Remaining Loan Balance after Forgiveness: \$0.00**

Application Progress

- ✓ PPP loan information
- ✓ About borrower's business
- ◀ Forgiveness eligibility
- Upload documents

AICPA PCPS Pro Tip

The AICPA's Private Companies Practice Section (PCPS) offers valuable insights on key areas of the Paycheck Protection Program (PPP) and the loan forgiveness application by using the latest guidance from the Treasury and Small Business Administration (SBA). Learn more about PCPS at aicpa.org/pcps.

Forgiveness: Documentation

Training tip

3508 auto populates in the platform

Prepare:







- Upload all documentation requested
- Ensure e-signature journey is complete
- Proceed to next step for complete application
 - Package available to send to the original lender
 - Submit directly if original loan was processed through CPA Business Funding Portal

Go deeper





Series of Forgiveness Resources available at aicpa.org/sba

Upload Additional Required Documents







1. Payroll documents

-  Banking Statements (0)  Upload
-  Payroll reports OR tax forms (IRS 941) for the period that overlaps covered period (0)  Upload
-  Payments receipts, cancelled checks, or account statements documenting the amount of an employer's contributions to employee health insurance and retirement plans (0)  Upload

2. FTE documents

-  Document showing average number of FTEs employed between Feb 15, 2019 and Jun (0)  Upload
-  Documents showing average number of FTEs employed between Jan 01, 2020 and Feb 29, 2020 (0)  Upload





3. Non payroll documents

-  Business mortgage interest payments (0)  Upload
-  Business rent or lease payments (0)  Upload
-  Business utility payments (0)  Upload

4. PPP forgiveness application form

-  Form 3508  View  Send For E-Sign  Regenerate 3508

Application Progress

-  PPP loan information
-  About borrower's business
-  Forgiveness eligibility
-  Upload documents

AICPA PCPS Pro Tip

The AICPA's Private Companies Practice Section (PCPS) offers valuable insights on key areas of the Paycheck Protection Program (PPP) and the loan forgiveness application by using the latest guidance from the Treasury and Small Business Administration (SBA). Learn more about PCPS at aicpa.org/pcps.

Optimize your Business Funding Portal Experience

Join a best practice session

When: Thursdays, 2-3PM ET

Where: [Register here](#)

Stay informed

- Read the daily update emails
- Join the Bi-weekly AICPA Town Halls ([Register here for this Thursday, May 6th, event](#))
- Continue joining these semi-weekly webcasts

Use the resource hubs

- [CPA.com/PPPResources](https://cpa.com/PPPResources)
- CPALoanPortal.com/Resource-Hub

Customer Care Reminders

Second Draw for Schedule C Borrowers:

- 2nd Draw applications for 2021 1st Draw borrowers will **no longer be accepted** for Schedule C borrowers. This includes:
 - sole proprietors
 - independent contractors
 - self-employed individuals
- Existing submissions will continue to be processed subject to Schedule C processing and documentation requirements such as providing full IRS Form 1040 or IRS Form 1099-NEC.

New Document Type

For independent contractors, a 1099 will now be required to be uploaded. Please be sure to upload this during the application preparation process

Note: for independent contractor applications already under review with Biz2Credit, Underwriting will be requesting the 1099 be provided. Please be proactive in obtaining the 1099 from your client & uploading.

Yodlee

Trouble Shooting:

- If your clients' bank will not or cannot connect to Yodlee, take these steps:
 - Reach out to underwriting (UW) or your Funding Specialist and ask for a link to DecisionLogic. (Please cc- cpasupport@biz2credit.com with your request.)
 - Upload the 3 most current bank statements and proof of business prior to 2/15/2020.

Resource Hubs

Visit either resource hub for information to help guide you through the second round of PPP

✓ **Helpful Portal resources for you and your clients, such as:**

- How-To Videos
- Access to FAQs (also found at: CPALoanPortal.com/#PPPFAQ)
- Required Documentation Guide
- ACH Tutorial and Detailed Guide

✓ **Semi-weekly webcast resources, such as:**

- Webinar replays
- Access to on-demand training clips and slides (only found at CPA.com/PPPResources)

✓ **PPP Information, such as:**

- Recent news articles
- AICPA resources
 - SBA Paycheck Protection Program (PPP) FAQs
 - *PPP Summary after Economic Aid Act*



Our Customer Care Teams

Customer Service Managers

Email Support Available: 8am – 8pm ET
cpasupport@biz2credit.com

Biz2Credit Funding Specialists

Assigned to applications in queue to facilitate funding process

"Special Requests"

Assistance with other inquiries CSRs and FSs cannot help with.

Frequent CSR Help items:

- Yodlee link re-set requests
- Assistance when no underwriter notes (UW) available & "More Information Needed" status
- Withdraw requests
- Program changes for Schedule C borrowers
- General application status inquiries

Frequent FS Help items:

- Yodlee alternative verification method requests (ex. DecisionLogic)
- Loan amount discrepancies

Reach out to these specific contacts:

- Technical Issues (e.g. Login)
 - Email: techhelp@biz2credit.com
- DocuSign link expires, email:
 - Funding Specialist, signature@biz2credit.com, and info@biz2credit.com

Customer Service & Communication Plan

Contact Us

Service Inquiries about the Portal
email address on your portal

CPA Business Funding Portal
Support
cpasupport@biz2credit.com

Technical Issues (e.g. Login)
techhelp@biz2credit.com

Find Resources

Check for frequent **emails** from
cpa@biz2credit.com that
highlight Portal updates and
processing information for CPAs

View resources and videos on
your CPA Business Funding Portal
dashboard

Join us twice a week in these
live update webinars

Faster Processing

~600

inquiries answered
every day.

Join us on Thursday at 10am ET