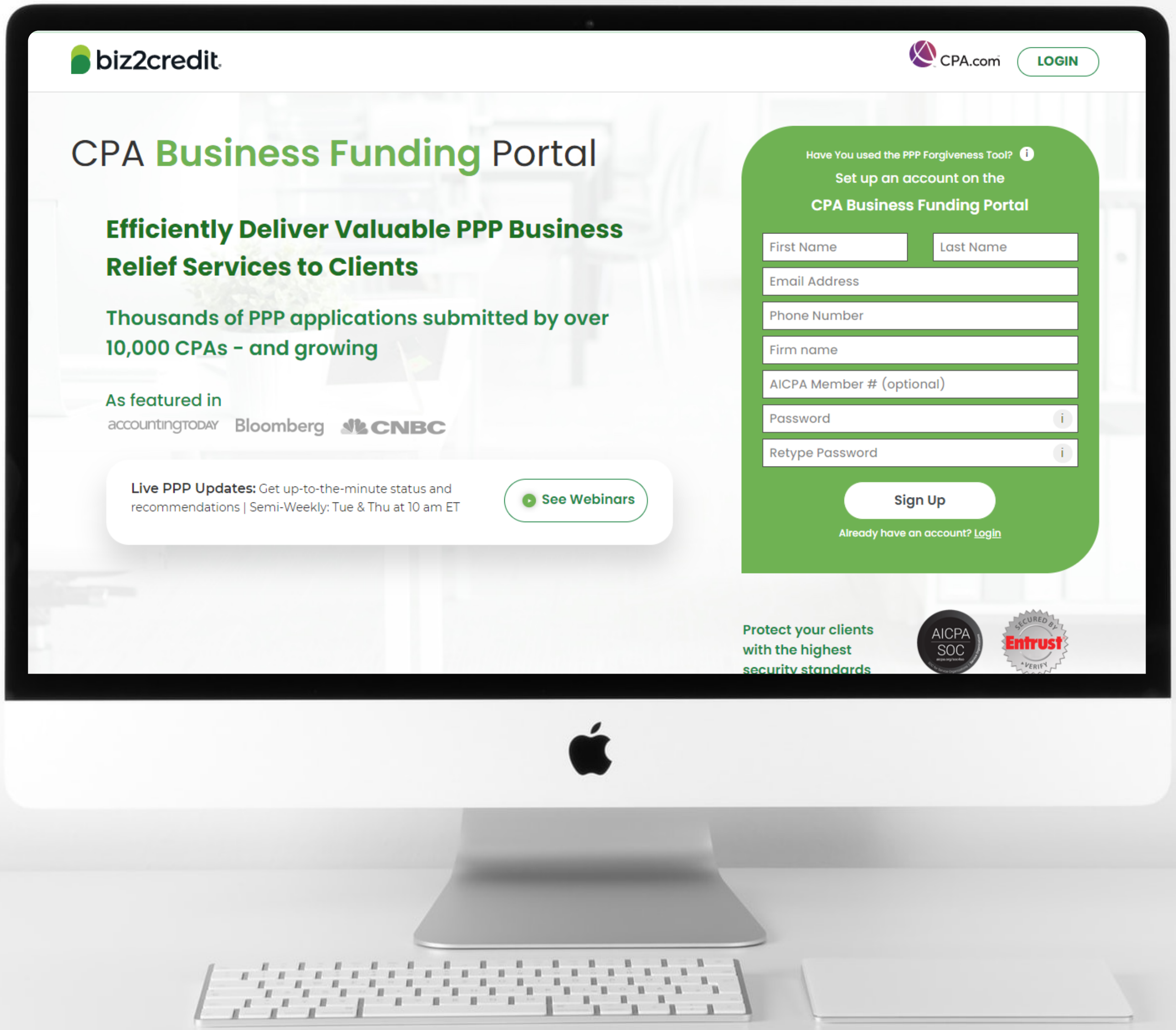
CPA Business Funding Portal

Live PPP Service Updates

May 20, 2021



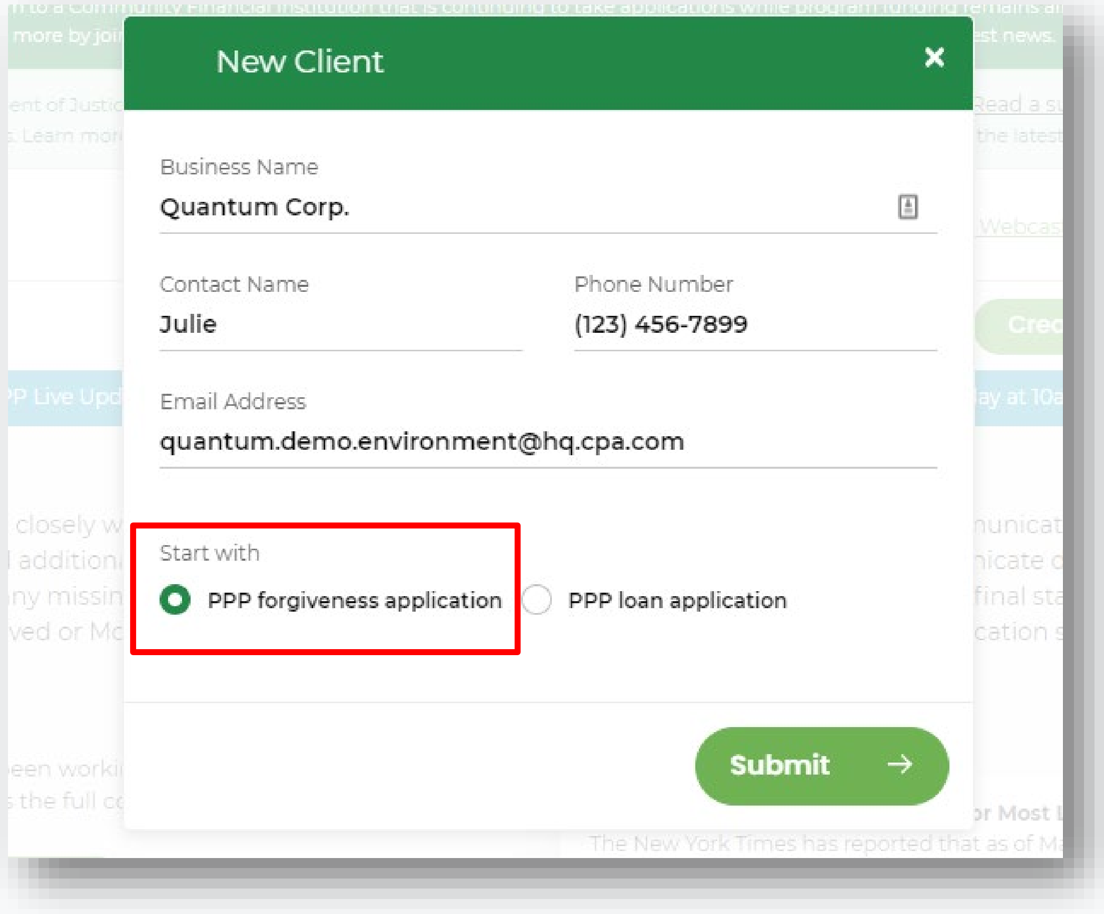
Customer Care Updates from the CPA Business Funding Portal Team

Training Tip: Application Creation

Training tip

Important information for preparing forgiveness applications on loans **not** funded by Biz2Credit

- *Loan Originator*
  - Check with the originator of the loan regarding their requirements for forgiveness application completion & submission
  - The loan originator can work with Biz2Credit, and the application cover letter will be used to facilitate this process
- *CPA Business Funding Portal Steps*
  - Create a new client in the portal
  - Complete PPP forgiveness application
  - Provide the application package to original loan provider



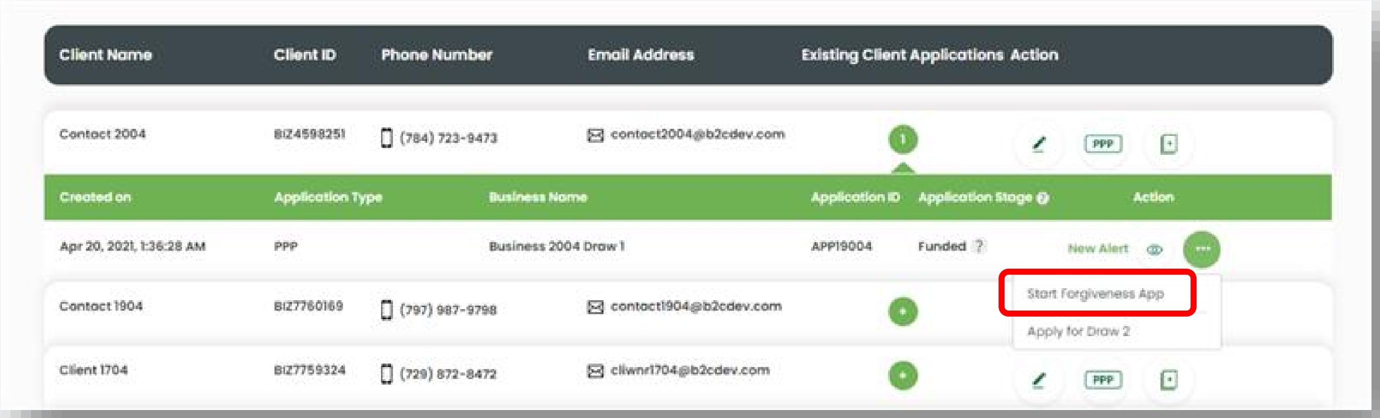
Training Tip: Forgiveness Application Updates

Training tip:

- Biz2Credit funded applications must be *started* from the *original loan* application

- To start a preparing a forgiveness application:
  - Choose your client > click on the ellipsis from the dashboard > select 'Start Forgiveness App'

- Review important information on key forgiveness topics:
  - Forgiveness applications are open (covered period must be met prior to submitting forgiveness application)
  - All forms and functionality are now available



Go Deeper:

- [CPA Loan Portal How To Videos]
- [FAQs in the CPA Loan Portal]

biz2credit CPA.com
CPA **Business Funding** Portal

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 today's event.)**
- Continue joining these semi-weekly webcasts

Use the resource hubs

- CPA.com/PPPResources
- CPALoanPortal.com/Resource-Hub

Customer Care Reminders

Underwriting (UW) Notes

Email notifications will be sent to alert you to underwriting (UW) notes.

To access the new case notes either:

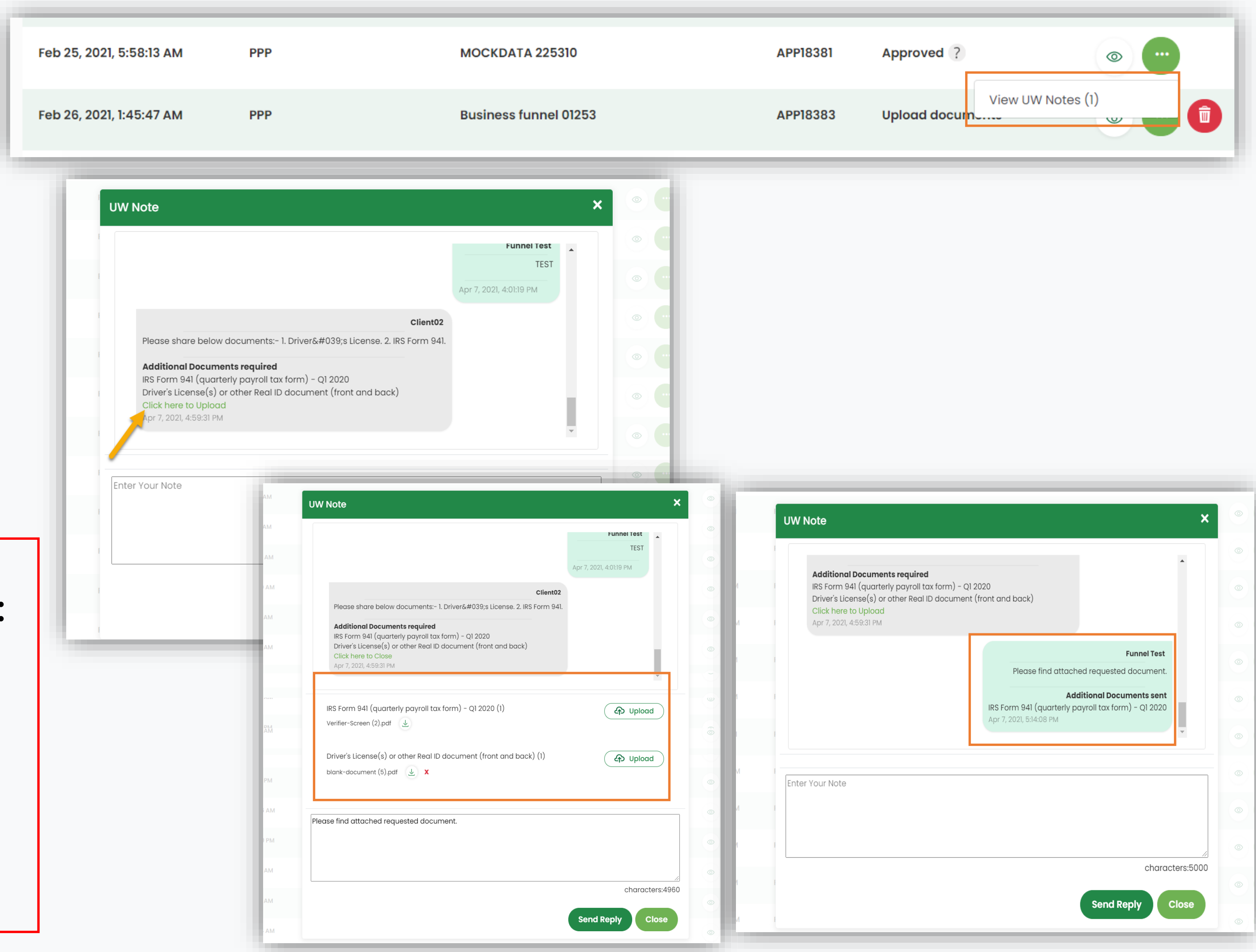
- click the “view application” option in the email, or;
- access the note via the portal

Refer to the [Shorthand Cheat Sheet]()

Important Reminders:

➢ *Not all applications will have UW notes.*

➢ *Underwriters may not immediately respond.*



If you *do not* see UW notes in your Portal but would like to know what additional information is needed, please:

✓ Check back the following day

✓ Email cpasupport@biz2credit.com with:

- Case ID
- Legal Business Name
- Current Status
  - Including if new information was uploaded

Customer Care Reminders

CPA Resources to Support Forgiveness Engagement with Clients

AICPA Services Matrix

Download here

AICPA

PPP loan forgiveness services matrix

As of May 27, 2020

An entity or the entity's lender may ask the CPA to assist in the Paycheck Protection Program (PPP) loan forgiveness process. For example, the CPA might be asked to provide assurance or other services related to an entity's documentation of expenses related to PPP forgiveness. Below is a chart to help the CPA determine what service might be provided given the ongoing or concurrent service relationship the CPA has with the entity.

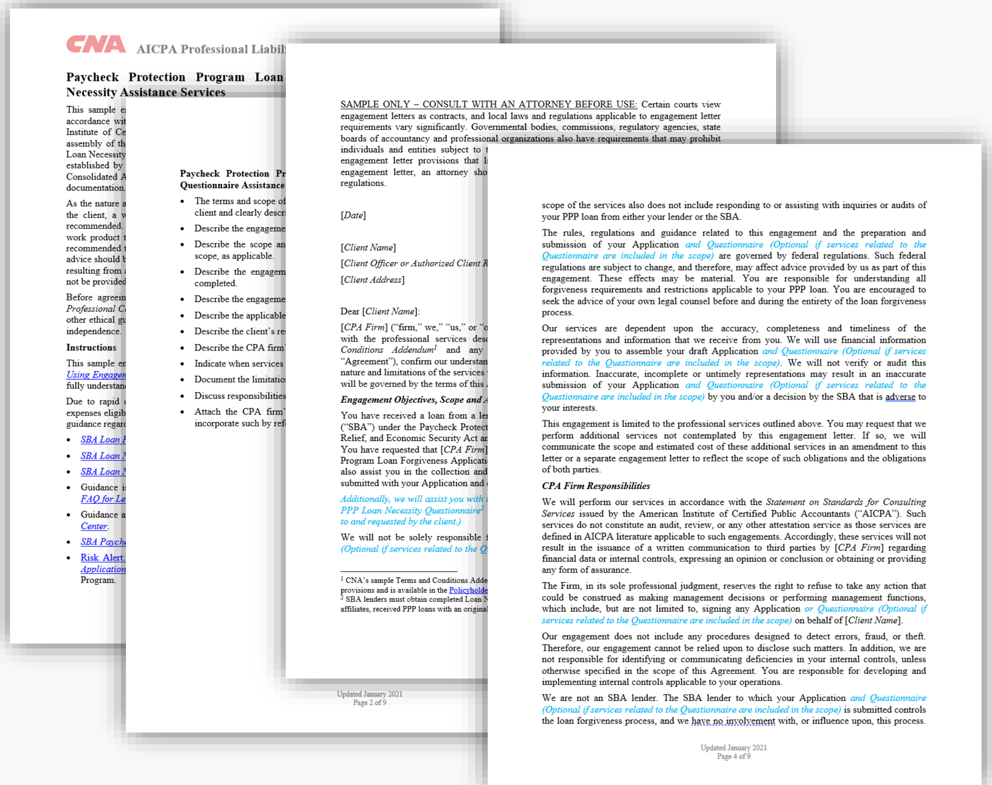
What CPA service is being provided for PPP loan forgiveness (Section 1106 of the CARES Act)?	What is the ongoing or current service relationship with entity? It's a client advisory services (CAS) client	It's a tax advisory or preparation client	It's an audit/attest/ review client
None: • CPA is providing no service	• Entity self-certification letter template	• Entity self-certification letter template	• Entity self-certification letter template
CPA is performing a transaction advisory (Consulting) engagement: • Assisting client with calculations and documentation gathering • Allows for client self-certification • Performed under CS Section 100 – Documented understanding of engagement – Communication of results generally intended for client use only • Does not fall within the scope of peer review	• Engagement letter and written communication option* • Independence not required	• Engagement letter and written communication option* • Independence not required	• Engagement letter and written communication option* • Independence: must comply with AICPA Code Section 1.295 to perform existing assurance service

1 PPP loan forgiveness services matrix

*The sample engagement letter is being provided courtesy of the AICPA Member Insurance Program, and you will be directed to a different site. The information is produced and provided by CNA.

Engagement Letter

Download here



scope of the services also does not include responding to or assisting with inquiries or audits of your PPP loan from either your lender or the SBA.

The rules, regulations and guidance related to this engagement and the preparation and submission of your Application *and Questionnaire (Optional if services related to the Questionnaire are included in the scope)* are governed by federal regulations. Such federal regulations are subject to change, and therefore, may affect advice provided by us as part of this engagement. These effects may be material. You are responsible for understanding all forgiveness requirements and restrictions applicable to your PPP loan. You are encouraged to seek the advice of your own legal counsel before and during the entirety of the loan forgiveness process.

Our services are dependent upon the accuracy, completeness and timeliness of the representations and information that we receive from you. We will use financial information provided by you to assemble your draft Application *and Questionnaire (Optional if services related to the Questionnaire are included in the scope)*. We will not verify or audit this information. Inaccurate, incomplete or untimely representations may result in an inaccurate submission of your Application *and Questionnaire (Optional if services related to the Questionnaire are included in the scope)* by you and/or a decision by the SBA that is adverse to your interests.

This engagement is limited to the professional services outlined above. You may request that we perform additional services not contemplated by this engagement letter. If so, we will communicate the scope and estimated cost of these additional services in an amendment to this letter or a separate engagement letter to reflect the scope of such obligations and the obligations of both parties.

CPA Firm Responsibilities

We will perform our services in accordance with the *Statement on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants ("AICPA"). Such services do not constitute an audit, review, or any other attestation service as those services are defined in AICPA literature applicable to such engagements. Accordingly, these services will not result in the issuance of a written communication to third parties by [*CPA Firm*] regarding financial data or internal controls, expressing an opinion or conclusion or obtaining or providing any form of assurance.

The Firm, in its sole professional judgment, reserves the right to refuse to take any action that could be construed as making management decisions or performing management functions, which include, but are not limited to, signing any Application *or Questionnaire (Optional if services related to the Questionnaire are included in the scope)* on behalf of [*Client Name*].

Our engagement does not include any procedures designed to detect errors, fraud, or theft. Therefore, our engagement cannot be relied upon to disclose such matters. In addition, we are not responsible for identifying or communicating deficiencies in your internal controls, unless otherwise specified in the scope of this Agreement. You are responsible for developing and implementing internal controls applicable to your operations.

We are not an SBA lender. The SBA lender to which your Application *and Questionnaire (Optional if services related to the Questionnaire are included in the scope)* is submitted controls the loan forgiveness process, and we have no involvement with, or influence upon, this process.

Updated January 2021
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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

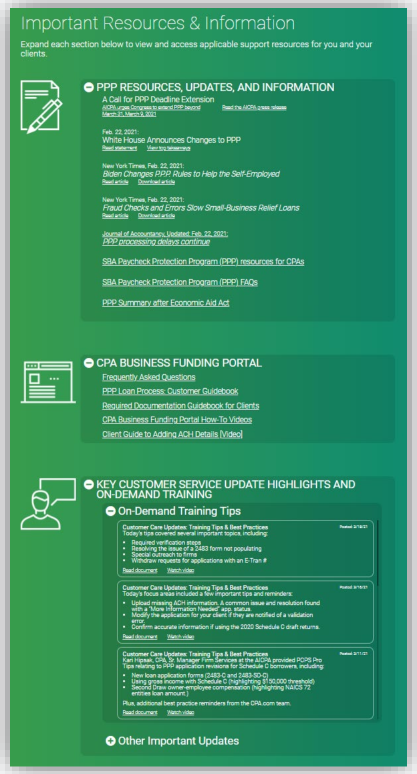
✓ **Semi-weekly webcast resources, such as:**

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

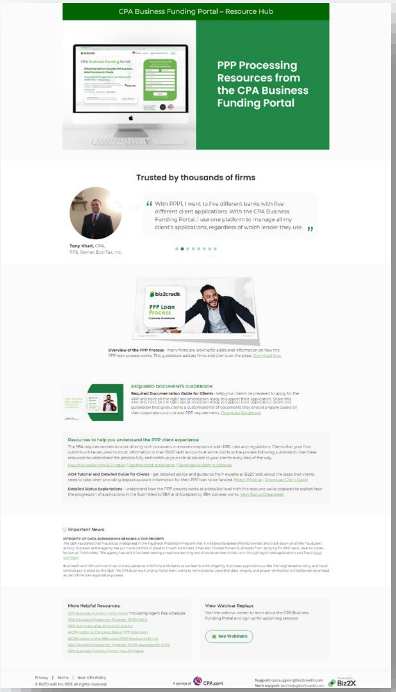
✓ **PPP Information, such as:**

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

CPA.com/PPPResources



CPALoanPortal.com/Resource-Hub



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CPA **Business Funding** Portal

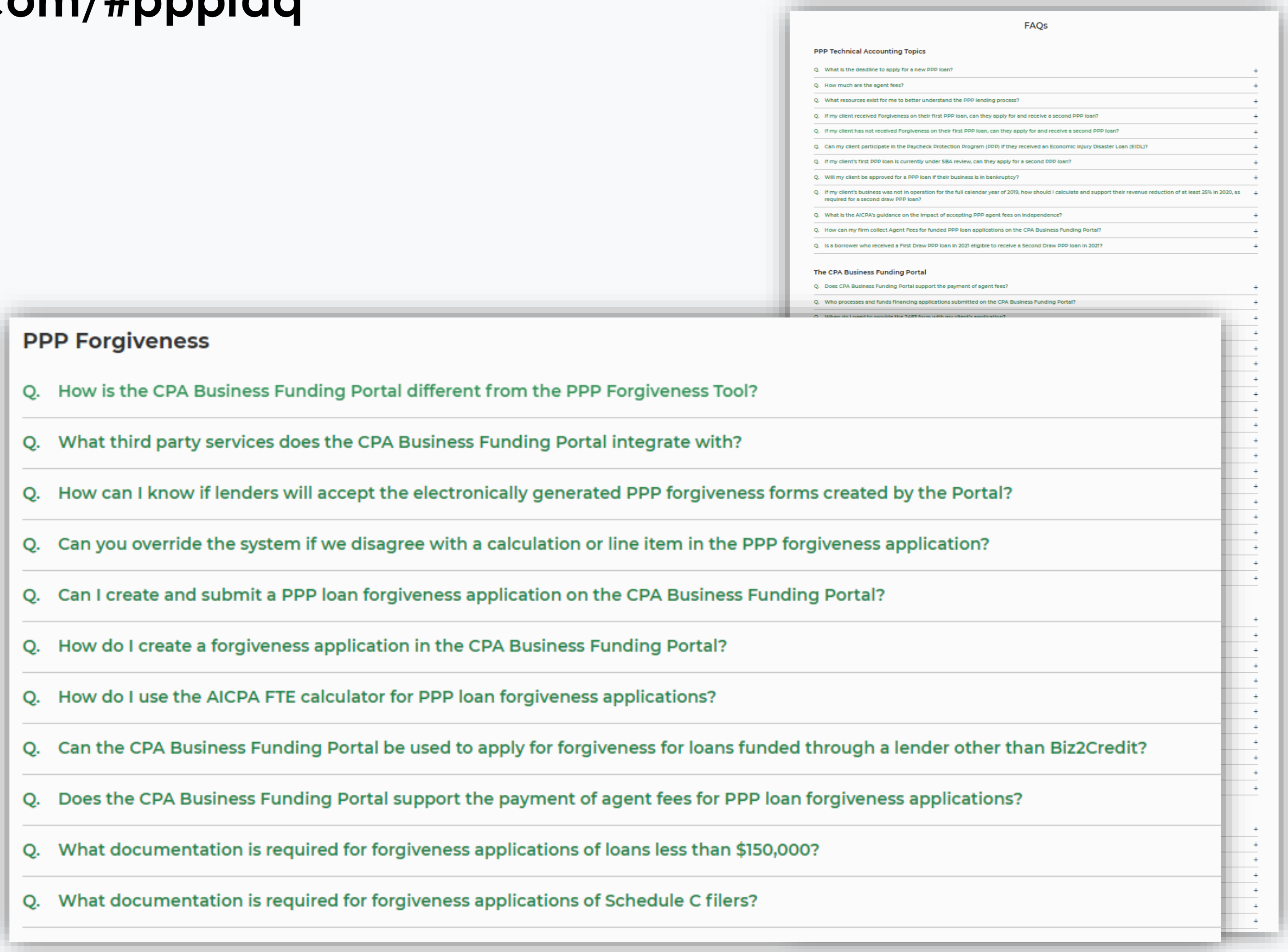
FAQs

Reference the FAQs at CPALoanPortal.com/#pppfaq

✓ **FAQs sorted by topic area**

- PPP Technical Accounting Topics
- The CPA Business Funding Portal
- PPP Applications
- PPP Forgiveness

✓ **New FAQs added for forgiveness**


FAQs

PPP Technical Accounting Topics

Q. What is the deadline to apply for a new PPP loan?

Q. How much are the agent fees?

Q. What resources exist for me to better understand the PPP lending process?

Q. If my client received Forgiveness on their first PPP loan, can they apply for and receive a second PPP loan?

Q. If my client has not received Forgiveness on their first PPP loan, can they apply for and receive a second PPP loan?

Q. Can my client participate in the Paycheck Protection Program (PPP) if they received an Economic Injury Disaster Loan (EIDL)?

Q. If my client's first PPP loan is currently under SBA review, can they apply for a second PPP loan?

Q. Will my client be approved for a PPP loan if their business is in bankruptcy?

Q. If my client's business was not in operation for the full calendar year of 2019, how should I calculate and support their revenue reduction of at least 25% in 2020, as required for a second draw PPP loan?

Q. What is the AICPA's guidance on the impact of accepting PPP agent fees on independence?

Q. How can my firm collect Agent Fees for funded PPP loan applications on the CPA Business Funding Portal?

Q. Is a borrower who received a First Draw PPP loan in 2021 eligible to receive a Second Draw PPP loan in 2021?

The CPA Business Funding Portal

Q. Does CPA Business Funding Portal support the payment of agent fees?

Q. Who processes and funds financing applications submitted on the CPA Business Funding Portal?

PPP Forgiveness

Q. How is the CPA Business Funding Portal different from the PPP Forgiveness Tool?

Q. What third party services does the CPA Business Funding Portal integrate with?

Q. How can I know if lenders will accept the electronically generated PPP forgiveness forms created by the Portal?

Q. Can you override the system if we disagree with a calculation or line item in the PPP forgiveness application?

Q. Can I create and submit a PPP loan forgiveness application on the CPA Business Funding Portal?

Q. How do I create a forgiveness application in the CPA Business Funding Portal?

Q. How do I use the AICPA FTE calculator for PPP loan forgiveness applications?

Q. Can the CPA Business Funding Portal be used to apply for forgiveness for loans funded through a lender other than Biz2Credit?

Q. Does the CPA Business Funding Portal support the payment of agent fees for PPP loan forgiveness applications?

Q. What documentation is required for forgiveness applications of loans less than $150,000?

Q. What documentation is required for forgiveness applications of Schedule C filers?

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 & DecisionLogic link re-send requests
- Assistance when no underwriter notes (UW) available & "More Information Needed" status
- Withdraw requests
- General application status inquiries
- DocuSign link re-send requests

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

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 Tuesday at 10am ET