



CPA **Business Funding** Portal

Live PPP Service Updates

May 25, 2021



Customer Care Updates from the CPA Business Funding Portal Team

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"/> No
Industry (NAICS code) 11110 - 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
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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

The screenshot displays the biz2credit portal interface for forgiveness eligibility calculations. The header includes the biz2credit logo, navigation links for 'Watch PPP Update Webcasts', 'CPA.com', and 'FAQs', and a purple banner stating 'CPA.com and Biz2Credit have partnered to provide access to business financing solutions for CPA firms and their clients.' The main content area is titled 'Forgiveness eligibility calculations' and features a link to 'Download the Form 3508s Forgiveness Calculator [Excel]'. Below this, there are three input fields: 'PPP Loan Amount' with a value of '\$140,000.00' (labeled as 'Auto-calculated value'), 'Forgiveness Amount' with a value of '\$ 140,000', and 'Amount of Loan Spent on Payroll Costs' with a value of '\$'. A green summary box at the bottom shows 'Actual Forgivable Amount' as '\$140,000.00' and 'Remaining Loan Balance after Forgiveness' as '\$0.00'. On the right side, an 'Application Progress' sidebar shows four steps: 'PPP loan information' (checked), 'About borrower's business' (checked), 'Forgiveness eligibility' (checked), and 'Upload documents' (not started). A 'AICPA PCPS Pro Tip' box at the bottom right provides additional information about the AICPA's Private Companies Practice Section (PCPS) and its resources for PPP and loan forgiveness applications.

Field	Value
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

Training Tip: Docs Required for < \$150K

Training tip

The following documentation is required for forgiveness applications less than \$150k:

- Payroll Documents
- FTE
- Non-payroll
- Additional documents

Form 3508S will auto populate in step 5 of the process and then send to the client for e-signature.

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

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 ant employer 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. Additional Documents

- Operations Expenditures receipts for Covered Period (0) Upload
- Property Damage costs receipts for Covered Period (0) Upload
- Supplier costs receipts for Covered Period (0) Upload
- Protection Expenditures for Covered Period (0) Upload

5. 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 the June 3rd event.](#))
- Continue joining these semi-weekly webcasts

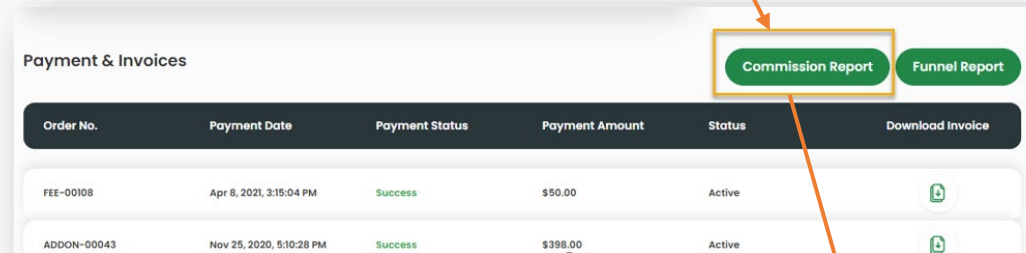
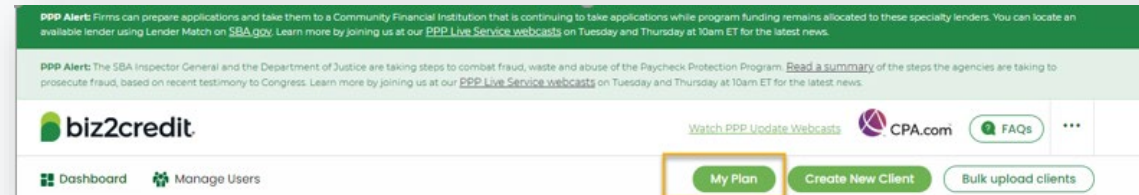
Use the resource hubs

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

Customer Care Reminders

Adding Banking Details for Agent Fee Payment

1. Login to the Super Admin Account
2. Click on the 'My Plan' button in the top navigation area
3. Scroll down and click on the 'Commission Report' button under the 'Payment & Invoices' section
4. Scroll to the 'Setup Bank Account' section and click the 'Add Account' button
5. Add requested banking details and click 'Save'



Add Bank Account

Bank Name

Routing Number

Account Number Confirm Account Number

Account Type Please Select Tax ID

Cancel Save

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](#)

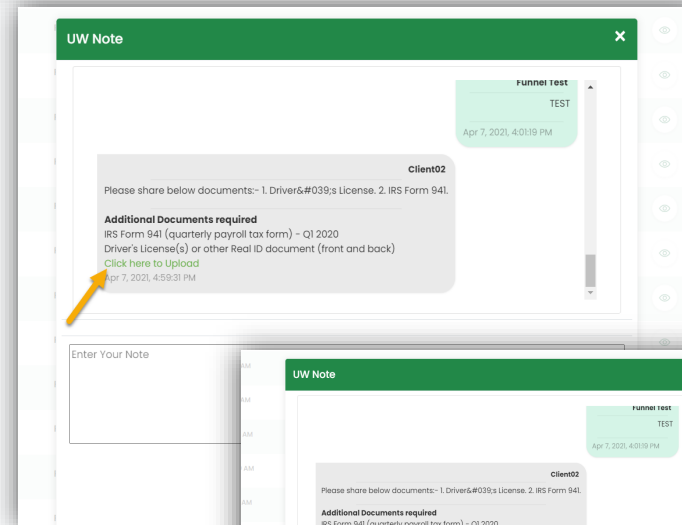
Important Reminders:

- *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

Feb 25, 2021, 5:58:13 AM	PPP	MOCKDATA 225310	APPI8381	Approved ?	 
Feb 26, 2021, 1:45:47 AM	PPP	Business funnel 01253	APPI8383	Upload document	  



UW Note

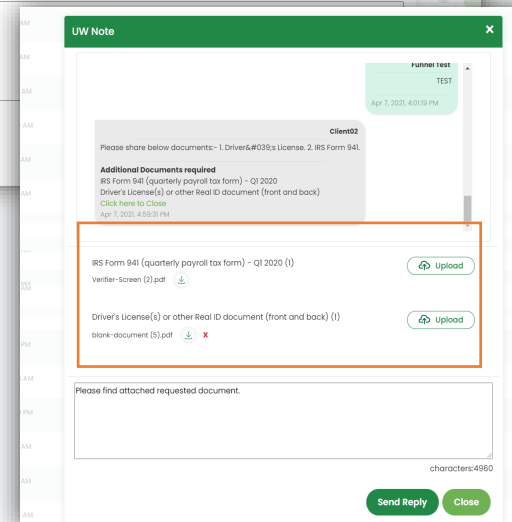
Client02
Please share below documents:- 1. Driver's License. 2. IRS Form 941.

Additional Documents required
IRS Form 941 (quarterly payroll tax form) - Q1 2020
Driver's License(s) or other Real ID document (front and back)
[Click here to Upload](#)

Apr 7, 2021, 4:59:31 PM

Funnel test
TEST
Apr 7, 2021, 4:01:19 PM

Enter Your Note



UW Note

Client02
Please share below documents:- 1. Driver's License. 2. IRS Form 941.

Additional Documents required
IRS Form 941 (quarterly payroll tax form) - Q1 2020
Driver's License(s) or other Real ID document (front and back)
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Apr 7, 2021, 4:59:31 PM

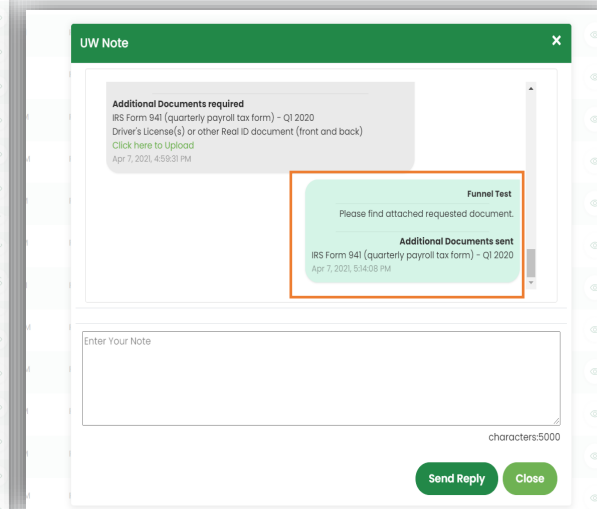
IRS Form 941 (quarterly payroll tax form) - Q1 2020 (1)
[Upload](#)

Driver's License(s) or other Real ID document (front and back) (1)
[Upload](#)

Please find attached requested document.

characters:4960

[Send Reply](#) [Close](#)



UW Note

Client02
Please share below documents:- 1. Driver's License. 2. IRS Form 941.

Additional Documents required
IRS Form 941 (quarterly payroll tax form) - Q1 2020
Driver's License(s) or other Real ID document (front and back)
[Click here to Upload](#)

Apr 7, 2021, 4:59:31 PM

Funnel Test
Please find attached requested document.

Additional Documents sent
IRS Form 941 (quarterly payroll tax form) - Q1 2020
Apr 7, 2021, 5:14:08 PM

Enter Your Note

characters:5000

[Send Reply](#) [Close](#)

Customer Care Reminders

CPA Resources to Support Forgiveness Engagement with Clients

AICPA Services Matrix

[Download here](#)

Engagement Letter

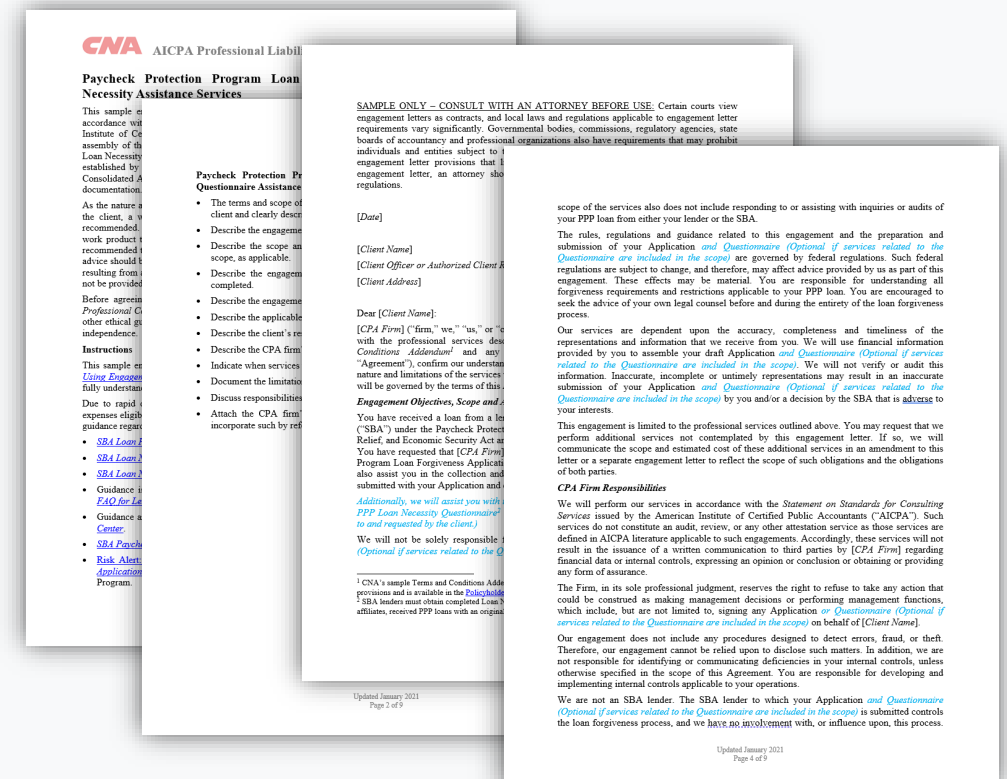
[Download here](#)



The document cover features the AICPA logo and the title "PPP loan forgiveness services matrix" with the date "As of May 27, 2020". It includes a table with three columns: "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?", and "It's an audit/attest/review client". The table lists various services like "None", "CPA is providing no service", and "CPA is performing a transaction advisory (Consulting) engagement" with corresponding relationship types and client types.

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	Entity self-certification letter template	Entity self-certification letter template	Entity self-certification letter template
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: <ul style="list-style-type: none">Assisting client with calculations and documentation gatheringAllows for client self-certificationPerformed under CS Section 100Documented understanding of engagementCommunication of results generally intended for client use onlyDoes not fall within the scope of peer review	Engagement letter and written communication option* <ul style="list-style-type: none">Independence not required	Engagement letter and written communication option* <ul style="list-style-type: none">Independence not required	Engagement letter and written communication option* <ul style="list-style-type: none">Independence: must comply with AICPA Code Section 1.295 to perform existing assurance service

Additional resources relating to the PPP at [aicpa.org/sba](#).



The document cover features the CNA logo and the title "Paycheck Protection Program Loan Necessity Assistance Services". It includes a table with two columns: "What CPA service is being provided for PPP loan forgiveness (Section 1106 of the CARES Act)?" and "What is the ongoing or current service relationship with entity?". The table lists various services like "None", "CPA is providing no service", and "CPA is performing a transaction advisory (Consulting) engagement" with corresponding relationship types and client types.

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	Entity self-certification letter template	Entity self-certification letter template	Entity self-certification letter template
CPA is providing no service	Entity self-certification letter template	Entity self-certification letter template	Entity self-certification letter template
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Additional resources relating to the PPP at [aicpa.org/sba](#).

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*)

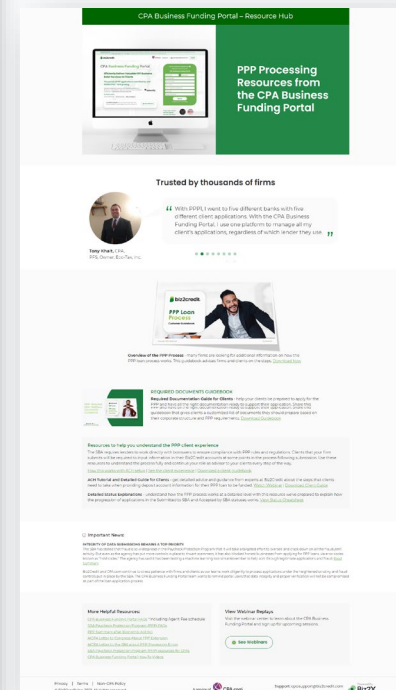
✓ **PPP Information, such as:**

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

CPA.com/PPPResources



CPALoanPortal.com/Resource-Hub



CPA Business Funding Portal

FAQs

Reference the FAQs at CPALoanPortal.com/#pppfaq

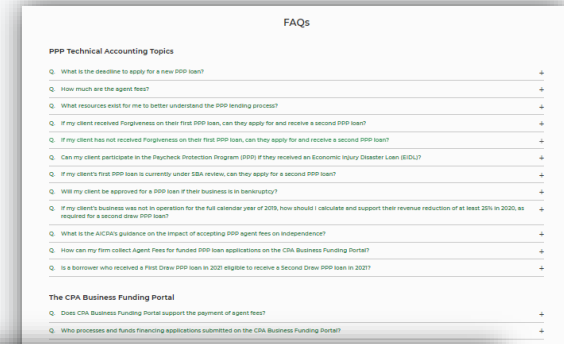
✓ **FAQs sorted by topic area**

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

✓ **New FAQs added for forgiveness** →

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 Thursday at 10am ET