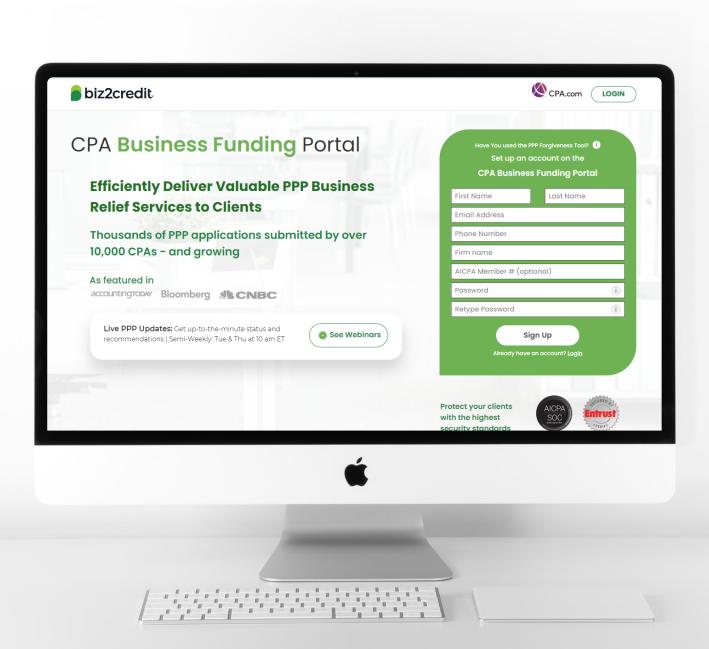
biz2credit CPA.com CPA Business Funding Portal Live PPP Service Updates





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 <u>forgiveness applications</u> for application details that must be collected to be included on the application.

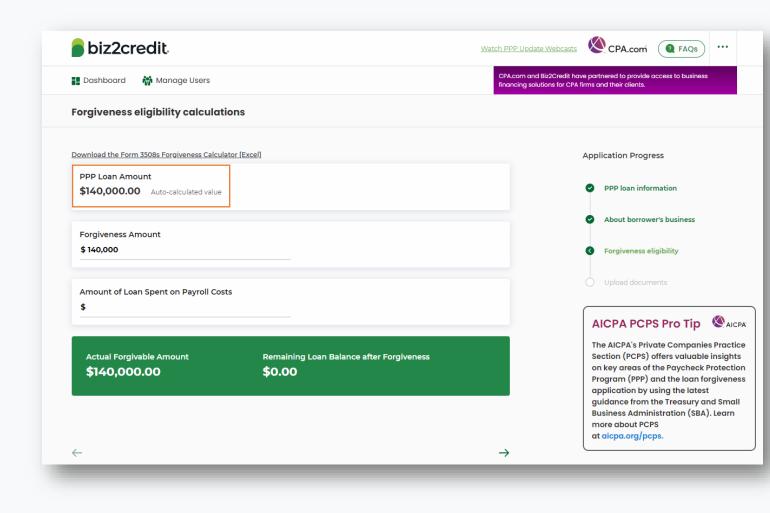
Business Details			
Details you enter here should reflect the inform	ation of the borrowi	ing business (these should match what was on the original PPP	
oan application) and the owner or primary des	ignated representat	ive of the organization.	
Legal business name			
Quantum, LLC	±.	Are you doing business with another name?	Application Progress
Industry (NAICS code)		Tax ID Number (EIN or SSN)	PPP loan information
111110 - Soybean Farming	?	11-111111	
Date of Incorporation (Optional)		Number of Employees at the time of Loan Application	About borrower's business
04/06/2005	fiii	500	Data Sources
Number of Employees at the time of Forgiveness Application		Business structure	Payroll information
300			
Business address		City	Forgiveness eligibility
8031 Main Street		Dexter	O Upload documents
State (Enter only State Code)		Zip code	
м		48130	AICPA PCPS Pro Tip
Business phone			The AICPA's Private Companies Practice Section (PCPS) offers valuable insights
(123) 456-7890			on key areas of the Paycheck Protection Program (PPP) and the loan forgiveness
About Business Principals ?			application by using the latest guidance from the Treasury and Small Business Administration (SBA). Learn
	iveness application form	n, please enter the name and position of the individual who will be signing the	more about PCPS at aicpa.org/pcps.
Principal Name		Position in business (e.g. CEO, Director, Partner etc.)	
		CEO	

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



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

			Application Progress
1. Payroll documents			
Banking Statement	(O)	(A) Upload	PPP loan information
Payroll reports OR ta period (0)	ix forms (IRS 941) for the period that overlaps covered	(Upload	About borrower's business
	ancelled checks, or account statements documenting nployer contributions to employee health insurance	(A) Upload	Forgiveness eligibility
and retirement plan	; (0)		Upload documents
2. FTE documents			AICPA PCPS Pro Tip
Document showing 15,2019 and Jun (0)	average number of FTEs employed between Feb	(Upload	The AICPA's Private Companies Practice Section (PCPS) offers valuable insights
Documents showing 01,2020 and Feb 29,2	average number of FTEs employed between Jan 020 (0)	(A Upload	on key areas of the Paycheck Protection Program (PPP) and the loan forgiveness application by using the latest guidance from the Treasury and Small
3. Non payroll document	5		Business Administration (SBA). Learn more about PCPS at aicpa.org/pcps.
Business mortgage	interest payments (0)	(A) Upload	
Business rent or leas	e payments (0)		
Business utility payr	nents (0)	(A) Upload	
4. Additional Document	5 ()		
Operations Expend	tures receipts for Covered Period (0)	(A) Upload	
Property Damage c	osts receipts for Covered Period (0)	(A) Upload	
Supplier costs recei	ots for Covered Period (0)	(A) Upload	
Protection Expendi	ures for Covered Period (0)	(Upload	
5. PPP forgiveness appli	ration form		

Optimize your Business Funding Portal Experience

Join a best practice session

When: Thursdays, 2-3PM ET Where: **<u>Register here</u>**

Stay informed

- Read the daily update emails
- Join the Bi-weekly AICPA Town Halls (<u>Register here for</u> <u>the June 3rd event</u>.)
- Continue joining these semi-weekly webcasts

Use the resource hubs

- 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
- 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'

oiz2creo				Watch PPP Update Webcast	S CPA.com Q FAQS			
ishboard 👫	Manage Users			My Plan Creat	te New Client Bulk upload cl	ents		
nt & Invoic	ces			Commission R	Funnel Report			
No.	Payment Date	Payment Status	Payment Amount	Status	Download Invoice		Add Bank Account	×
08	Apr 8, 2021, 3:15:04 PM	Success	\$50.00	Active	Ð	ingl S	Bank Name	
00043	Nov 25, 2020, 5:10:28 PM	Success	\$398.00	Active	Ð		Routing Number	
							Account Number	Confirm Account Number
es are set by ti	he Treasury Department and curr	ently set so they may not e	exceed One percent (1.00%) fo	r loans of not more than \$350	,000,0.50 percent for loans of more th	an \$350,000 and	Account Type	
					of either \$500 or 10% of the loan amo		Please Select	Tax ID
	to Peceive Payments. The o	ommissions due to vou	firm will be deposited at t	the conclusion of the	Add Account Back	to My Plan		

biz2credit. CPA Business Funding Portal

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

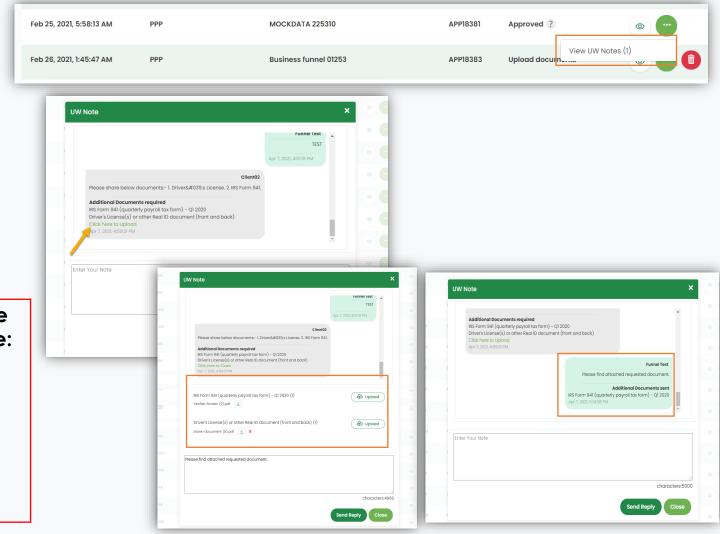
Refer to the Shorthand Cheat Sheet

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 <u>cpasupport@biz2credit.com</u> 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

PPP loan forg	iveness			
services matr	ÍX			relationsh
As of May 27, 2020				ix advisory ation client
n entity or the entity's lender may ask the CPA to				ngagement /borrower)
e asked to provide assurance or other services r PA determine what service might be provided gi				ngagement : example 1 /borrower)
What CPA service is being provided for	What is the ongoing or current service relationship with entity?			
PPP loan forgiveness (Section 1106 of the CARES Act)?	It's a client advisory services (CAS) client	It's a tax advisory or preparation client	It's an audit/attest/ review client	(borrower) example 3 example 4
Vone: CPA is providing no service	Entity self-certification letter template	Entity self-certification letter template	Entity self-certification letter. template	ment to en
PA is performing a transaction advisory Consulting) engagement:	Engagement letter and written communication option*	Engagement letter and written communication option* Independence not required	Engagement letter and written communication option ⁴ Independence: must comply with AICPA Code Section 1.295 to perform existing assurance service	indence: m ICPA Code
Assisting client with calculations and documentation gathering	Independence not required			001, <u>1.297</u>) <u>20</u> to perfo
Allows for client self-certification				has addition
				anticipates maki forgiveness proc
				establish standa
 Documented understanding of engagement Communication of results generally intended 				
 Documented understanding of engagement Communication of results generally intended for client use only 				approved, disapp erstanding that th
Documented understanding of engagement Communication of results generally intended for client use only Does not fall within the scope of peer review PPP loan forgiveness services matrix The sample engagement letter is being provided or	surtesy of the <u>AICPA Member Insuranc</u>	e Program, and you will be directed	to a different site. The	approved, disapp
Documented understanding of engagement Communication of results generally intended for client use only Does not fall within the scope of peer review IPPP loan forgiveness services matrix The sample engagement letter is being provided or		-	to a different site. The	approved, disapp erstanding that the ess. All such infor engagement lett
- Communication of results generally intended	purtesy of the <u>AICPA Member Insurance</u>	-	to a different site. The	approved, disapp erstanding that the ess. All such infor engagement lett
Documented understanding of engagement Communication of results generally intended for client use only Does not fail within the scope of peer review PPP loan forgiveness services matrix The sample engagement letter is being provided o		-	to a different site. The	approved, disapp erstanding that the ess. All such infor engagement lett

elationship with entity	?
advisory or tion client	It's an audit/attest/ review client
gagement letter porrower)	AUP engagement letter (client/borrower)
gagement letter (lender)	AUP engagement letter (lender)
example 1 porrower)	Report example 1 (client/borrower)
example 2 porrower)	Report example 2 (client/borrower)
example 3 (lender)	Report example 3 (lender)
example 4 (lender)	Report example 4 (lender)
nent to engagement AUP report	Attachment to engagement letter or AUP report
dence: must comply CPA Code Sections 01, <u>1.297.010</u> and 20 to perform AUP	 Independence: already maintained
as additional resources rel	ating to the PPP at aicpa.org/sba.
	tents of this resource to incorporate future changes nal Standards, and best practice recommendations

enteuent narraetes and air of a substants for the original autonomative guadance. Intergranden, disaggerinde, disaggerinde of dimensional excitation of the part ADPA material committee. It is a part at a substant of the substant and the substant of the part of the substant of the substant excitation in the material reports and for the rendering of professional services neivees substanting of the particular engagements performed.

Engagement Letter Download here

CNA AICPA Professional Liabil Paycheck Protection Program Loan Necessity Assistance Services SAMPLE ONLY - CONSULT WITH AN ATTORNEY BEFORE USE: Certain courts view This sample e engagement letters as contracts, and local laws and regulations applicable to engagement letter requirements vary significantly. Governmental bodies, commissions, regulatory agencies, state accordance w Institute of C boards of accountancy and professional organizations also have requirements that may prohibit assembly of th individuals and entities subject to Loan Necess engagement letter provisions that established by Paycheck Protection engagement letter, an attorney sha Consolidated . Questionnaire Assistanc regulations documentati As the nature · The terms and scope scope of the services also does not include responding to or assisting with inquiries or audits of client and clearly de [Date] the client, a your PPP loan from either your lender or the SBA. Describe the engages The rules, regulations and guidance related to this engagement and the preparation and work product Describe the scope ; [Client Name] submission of your Application and Questi recommended t advice should b led in the scope) are governed by federal regulations. Such federal scope, as applicable [Client Officer or Authorized Client R regulations are subject to change, and therefore, may affect advice provided by us as part of this resulting from not be provide · Describe the engager [Client Address] engagement. These effects may be material. You are responsible for understanding all completed. forgiveness requirements and restrictions applicable to your PPP loan. You are encouraged to Describe the engagem Before agreei seek the advice of your own legal counsel before and during the entirety of the loan forgiveness Professional C other ethical g · Describe the applicable Dear [Client Name]: process [CPA Firm] ("firm," we," "us," or "c with the professional services des Conditions Addendum¹ and any "Agreement"), confirm our understan Our services are dependent upon the accuracy, completeness and timeliness of the independenc · Describe the client's r representations and information that we receive from you. We will use financial information Instruction · Describe the CPA firm provided by you to assemble your draft Application and This sample of Indicate when service e scope). We will not verify or audit this nature and limitations of the services information. Inaccurate, incomplete or untimely representations may result in an inaccurate Using Enga fully unders · Document the limitation will be governed by the terms of this submission of your Application and (Discuss responsibilitie ire are included in the scope) by you and/or a decision by the SBA that is adverse to Engagement Objectives, Scope and A Due to rapid your interests. · Attach the CPA firm expenses eligit guidance regar You have received a loan from a lea incorporate such by r This engagement is limited to the professional services outlined above. You may request that we ("SBA") under the Paycheck Protect perform additional services not contemplated by this engagement letter. If so, we will Relief, and Economic Security Act a You have requested that [CPA Firm SBA Loa communicate the scope and estimated cost of these additional services in an amendment to this SBA Loan letter or a separate engagement letter to reflect the scope of such obligations and the obligations Program Loan Forgiveness Applicat also assist you in the collection and submitted with your Application and <u>SBA Loan</u> of both parties. Guidance CPA Firm Responsibilities FAO for L Additionally, we will assist you y We will perform our services in accordance with the States ment on Standards for Cor PPP Loan Necessity Qu Guidance : 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 Center. We will not be solely responsible SBA Payel result in the issuance of a written communication to third parties by [CPA Firm] regarding Risk Alert financial data or internal controls, expressing an opinion or conclusion or obtaining or providing Application any form of assurance ¹ CNA's sample Terms and Conditions Adu The Firm, in its sole professional judgment, reserves the right to refuse to take any action that 2 SBA lenders must obtain completed Loan affiliates, received PPP loans with an origina buld be construed as making management decisions or performing management functions, which include, but are not limited to, signing any Application or one) 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 Updated January 202 Page 2 of 9 We are not an SBA lender. The SBA lender to which your Application and Que e) is submitted controls the loan forgiveness process, and we have no involvement with, or influence upon, this process.

> Updated January 2021 Page 4 of 9

Resource Hubs

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

\checkmark 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

\checkmark Semi-weekly webcast resources, such as:

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

$\checkmark\,$ PPP Information, such as:

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





FAQs

Reference the FAQs at CPALoanPortal.com/#pppfaq

- $\checkmark\,$ FAQs sorted by topic area
 - PPP Technical Accounting Topics
 - The CPA Business Funding Portal
 - PPP Applications
 - PPP Forgiveness
- \checkmark New FAQs added for forgiveness

	Q. Can my client participate in the Psycheck Protection Program (PDD) if they received an Economic Injury Disaster Loan (EIDL)?				
	Q. If mry client's first POP loan is currently under SBA review, can they apply for a second POP loan?				
	Q. Will my client be approved for a DPD loan if their business is in bankruptcy?				
	Q. If my client's business was not in operation for the full calendar year of 2010, how should I calculate and support their revenue reduction of at least 20% in 2020, as required for a second draw PDP 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 Pies for funded DRP loan applications on the CRA 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 2027 +				
	The CPA Business Funding Portal				
	Q. Does CPA Business Punding Portal support the payment of agent fees?				
	Q. Who processes and funds financing applications submitted on the CDA Business Funding Portal?				
PPP Forgiveness					
5					
Q. How is the CPA Business Funding Portal different from the PPP Forgiveness	s Tool?				
Q. What third party services does the CPA Business Funding Portal integrate v	vith?				
2. That this party between does the of A Dashess Fahang Fortal megicae					
Q. How can I know if lenders will accept the electronically generated PPP forg	iveness forms created by the Dortal2				
Q. How call know in lenders will accept the electronically generated PPP long	iveness forms created by the Portal:				
). Can you override the system if we disagree with a calculation or line item in the PPP forgiveness application?					
Q. Can you override the system if we disagree with a calculation or line item in	the PPP longiveness application:				
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Q. Call cleate and submit a PPP loan longiveness application on the CPA Busi	iness runding Portar:				
	•				
Q. How do I create a forgiveness application in the CPA Business Funding Port					
Q. How do release a longiveness application in the CPA Business Funding Port					
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O How do Luco the ALCOA ETE coloulator for DDD loop forgiveness application	-2				
Q. How do I use the AICPA FTE calculator for PPP loan forgiveness applications	57				
Q. Can the CPA Business Funding Portal be used to apply for forgiveness for lo	ans funded through a lender other than Biz2Credit?				
Q. Does the CPA Business Funding Portal support the payment of agent fees f	or PPP loan forgiveness applications?				
Q. What documentation is required for forgiveness applications of loans less th	han \$150,000?				
	*				
Q. What documentation is required for forgiveness applications of Schedule C					

FAQs

PPP Technical Accounting To

Our Customer Care Teams

Customer Service Managers

Email Support Available: 8am – 8pm ET <u>cpasupport@biz2credit.com</u>

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: <u>techhelp@biz2credit.com</u>

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 <u>cpa@biz2credit.com</u> 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

biz2credit CPA.com CPA Business Funding Portal