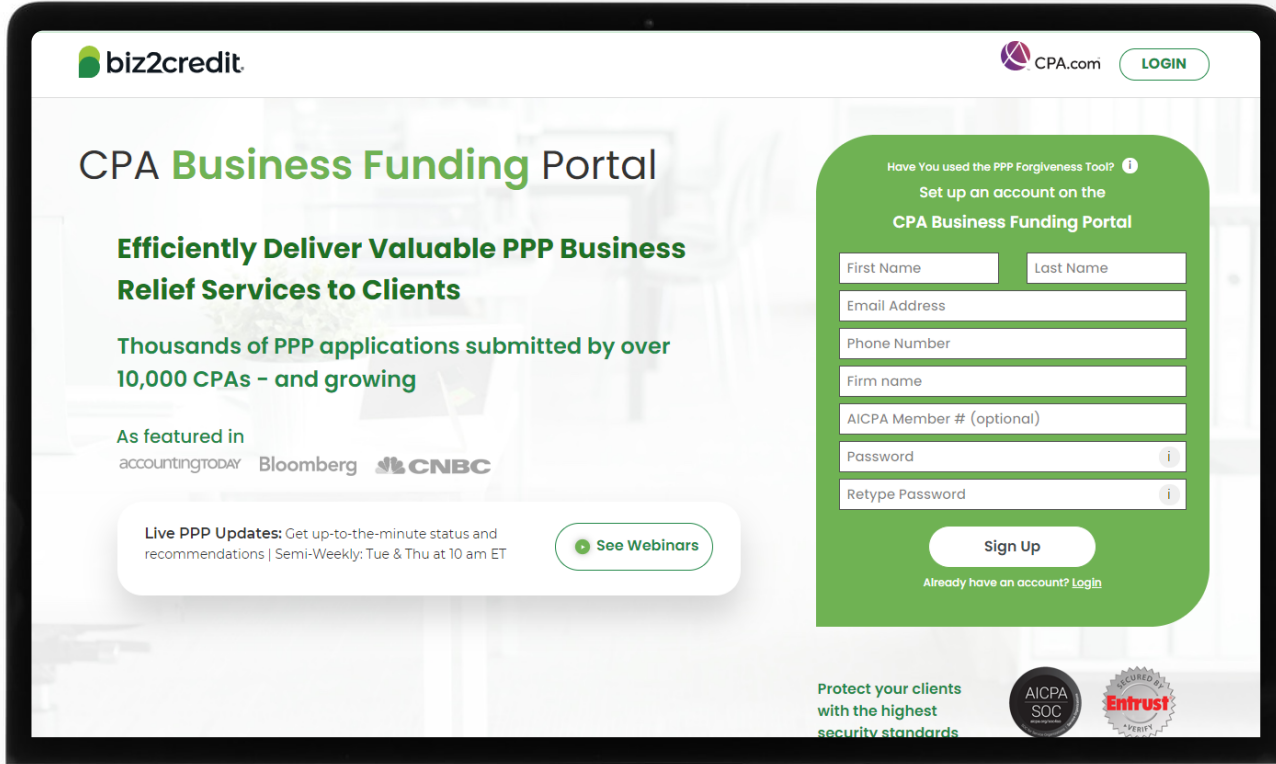




# CPA **Business Funding** Portal

Live PPP Service Updates

May 11, 2021



**biz2credit**

CPA.com **LOGIN**

## CPA Business Funding Portal

**Efficiently Deliver Valuable PPP Business Relief Services to Clients**

Thousands of PPP applications submitted by over 10,000 CPAs - and growing

As featured in  
accountingtoday | Bloomberg | **CNBC**

**Live PPP Updates:** Get up-to-the-minute status and recommendations | Semi-Weekly: Tue & Thu at 10 am ET

[See Webinars](#)

Have You used the PPP Forgiveness Tool? ⓘ  
Set up an account on the  
CPA Business Funding Portal

First Name  Last Name

Email Address

Phone Number

Firm name

AICPA Member # (optional)

Password  ⓘ

Retype Password  ⓘ

**Sign Up**

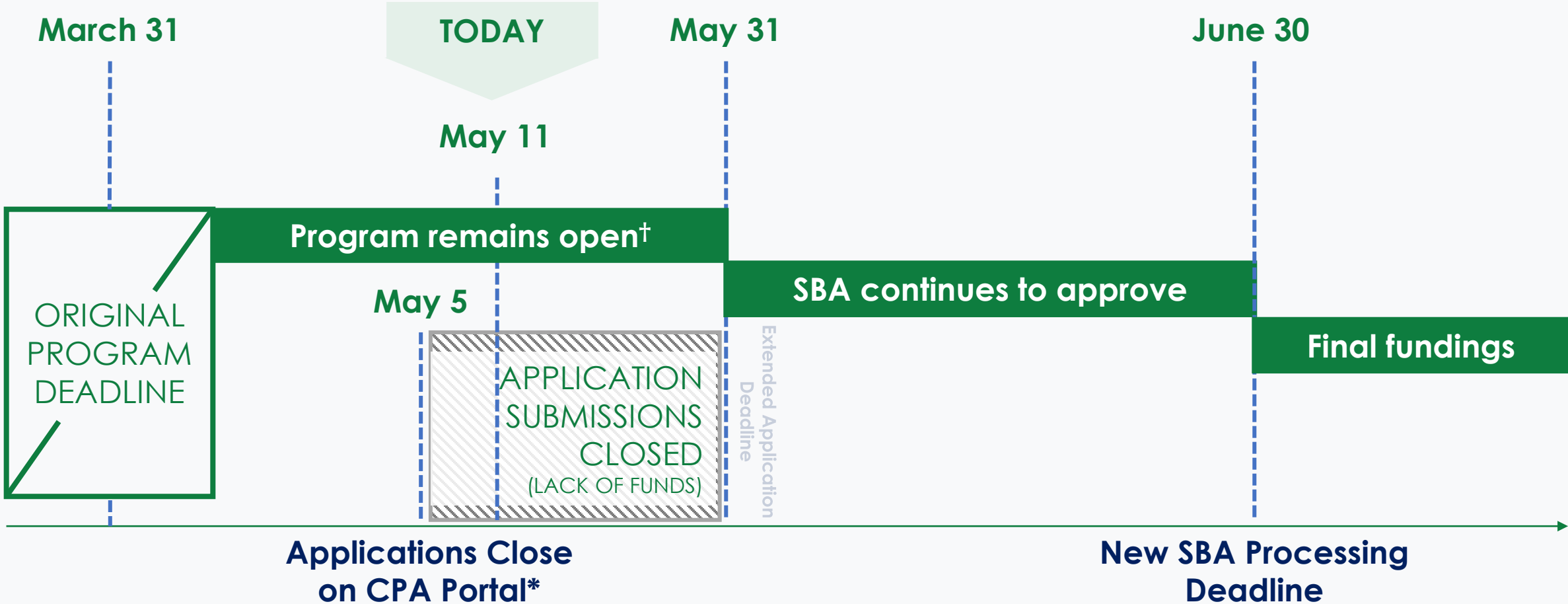
Already have an account? [Login](#)

Protect your clients with the highest security standards



# Operational Updates from the CPA Business Funding Portal Team

# PPP Timeline: Looking Ahead



\* Closure due to lack of funds availability in PPP general fund † Applications available at Community Financial Institutions (CFIs)

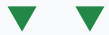
# Types of SBA Error Codes

		CURRENTLY STILL PROCESSING	
API Validation Error		Compliance Check Error	Hold Code
<b>PHASE OF SUBMISSION PROCESS</b>	Initial Submission (during submit)	After SBA Initial Verification (2021 Loan Application)	During SBA Review (2020 Loan Application)
<b>COMMON ERROR CODE EXAMPLE</b>	<b>Error 0020:</b> <small>detail: You are likely seeing this message because your first PPP Loan was booked under an SSN or EIN Type that is not the same as the loan you are now attempting to enter. These values must match for your submission to move forward. Please follow the correction instructions on the (platform) resources section entitled: Tax ID Changes in ETRAN. Error: E0020</small>	<b>Code 507</b> <small>7: Mismatch of TIN (EIN/SSN) – Tax ID of Borrower or Principal, as entered in ETRAN, appears to be inaccurate</small>	<b>Code 7</b> <small>7: Mismatch of TIN (EIN/SSN) – Tax ID of Borrower or Principal, as entered in ETRAN, appears to be inaccurate</small>
<b>RESOLUTION IN SBA PROTOCOL</b>	?	Table 1: Lender Certification Table 2: SBA Resolution	Table 1: Lender Certification Table 2: SBA Resolution
<b>IN SBA PROCEDURAL NOTICE</b>	NO	Yes	Yes

# SBA Error & Hold Code Handling

## SBA contact info

(some lenders choose not to handle errors)



U.S. Small Business  
Administration

Contact SBA's Answer Desk by email to [answerdesk@sba.gov](mailto:answerdesk@sba.gov) or call [800-827-5722](tel:800-827-5722) Monday through Friday, between 9 a.m. and 6 p.m. EST.

- ✓ SBA Compliance Check & Hold Codes must be cleared by May 15 to secure funding from the \$6B set aside by SBA
- ✓ If Codes are not resolved by then, the funds might not be available – additional documentation may be required
- ✓ Please contact the lender for your first draw PPP loan to resolve Hold Codes
- ✓ Once SBA Compliance Check & Hold Codes are resolved, the application will automatically be pushed to SBA

# Application Statuses for Error Applications

## SBA Validation Error – Program Funding Expired

- An API Validation Error did not make it into the SBA system for further SBA processing – it was submitted and rejected by the SBA system ‘at the front door’.
- These applications have now received updated statuses in most cases that can be seen on the dashboard.

## Hold Code – Submitted to SBA

- An application that has been in the Submitted to SBA status for a long period is likely to be facing an SBA Hold Code.
- Only some of these Hold Codes can be resolved by the lender. Most are complex and require contacting the original lender (if Second Draw).
- **SBA has repeatedly stated that not all Hold Codes will be resolved prior to program expiration.**



## SBA Procedural Notice

TO: All SBA Employees and Paycheck Protection Program Lenders

CONTROL NO.: 5000-20092

EFFECTIVE: February 10, 2021

SUBJECT: Revised SBA Paycheck Protection Platform Procedures for Addressing Hold Codes on First Draw PPP Loans and Compliance Check Error Messages on First Draw PPP Loans and Second Draw PPP Loans

This Notice revises the guidance provided in SBA Procedural Notice [5000-20083](#), SBA Paycheck Protection Platform Procedures for Addressing Unresolved Issues on Borrower First Draw PPP Loans, effective January 26, 2021. The purpose of this updated Notice is to inform SBA employees and Lenders of new SBA Paycheck Protection Platform (platform) procedures to address (1) Second Draw Paycheck Protection Program (PPP) Loan guaranty applications where there is a Hold Code on the Borrower's First Draw PPP Loan, and (2) First Draw PPP Loan guaranty applications and Second Draw PPP Loan guaranty applications with Compliance Check Error Messages.

Under the CARES Act, PPP Lenders are deemed to have delegated authority to make and approve PPP loans without prior SBA review. After issuance of the SBA loan number, all First Draw PPP Loans made in 2020 were individually screened by an automated tool. The automated tool compared First Draw PPP Loan data against publicly available information and applied eligibility and fraud detection rules to identify anomalies and/or attributes that may indicate non-compliance with eligibility requirements, fraud or abuse. Additionally, after issuance of the SBA loan number, SBA performed data analytics, including reviewing information from the Department of Treasury Do Not Pay lists, and other analyses of the 2020 First Draw PPP Loan portfolio. The automated tool screening, data analysis, and other analyses resulted in the issuance of Hold Codes on certain 2020 First Draw PPP Loans.

In 2021, before issuance of an SBA loan number, SBA is conducting front-end Compliance Checks on Lender loan guaranty applications for new First Draw PPP Loans and Second Draw PPP Loans using a modified version of the automated screening tool and information from the Department of Treasury Do Not Pay lists. When an issue is identified, the Compliance Checks generate a Compliance Check Error Message. In many cases, the Hold Codes and the Compliance Check Error Messages identify the same issues.

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EXPIRES: 2-1-22

SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete

Must be accompanied by SBA Form 58

# Actions for Apps with Status – Program Funding Expired

**PPP Loan applications that can no longer be processed will be marked with a new status.**

Amount	Type	Status		
\$0.00	PPP	Eligibil		...
\$250.00	PPP	Program Funding Expired	?	👁️ ...
\$250.00	PPP	Before you start		✍️ ...
\$25,000.00	PPP	Withdrawn	?	👁️ ...

The Paycheck Protection Program is no longer accepting applications due to a lack of funding. You may be able to find a lender that is still accepting PPP applications by using Lender Match on [SBA.gov](https://www.sba.gov).

New Dashboard Status – Program Funding Expired

- ✓ Applications with the status “Program Funding Expired” (including ones that have encountered validation errors) can no longer be approved via the CPA Business Funding Portal
- ✓ CPA firms can take any completed PPP application that is not submitted to a Community Financial Institution (Download the signed 2483 in the View Application / Upload Document page)
- ✓ If your application encountered any error codes, you can view the error code on the “View Application” page and bring the information to the CFI to expedite the application submission
- ✓ Applications that have hold codes (stay in “Submitted to SBA”) and are in “More Information Needed” status may still be funded via the CPA Business Funding Portal once requirements are met and the loan is approved

# More Information Needed Applications

PPP Loan applications that are in a More Information Needed status generally have one of three requirements outstanding that you and your clients need to complete. Your clients are receiving reminders about these outstanding requirements where they still exist. You should make sure that the information has been provided into the client's Biz2Credit account or via the Underwriting Notes feature to ensure accurate processing.

## COMMON REASONS FOR THE MORE INFORMATION NEEDED STATUS

- ✓ **First: ACH Deposit Information** – clients must make sure they set up a deposit account. They can complete this step if it is still outstanding quickly and easily from their Biz2Credit dashboard. ([Watch this video](#) that explains this step in the process). The account information will be saved to their account once everything is loaded. When the application is ready for funding these details will be on file with Biz2Credit's finance department.
- ✓ **Online Account Verification** – Some clients have received a request to complete an Online Account Verification using Biz2Credit's secure third-party service. Clients must complete this requirement. These requests for verification are sent by the Biz2Credit verification team and any loan that has received one must connect their account online in order for the application to be confirmed and sent forward for funding.

**Important Advisory:** clients should look for an email with the subject line **Connect Your Bank Account Today [Link Expires in 72 Hours]** to complete this request.

- ✓ **Required Documentation** – Make sure all documentation is uploaded in the client's Biz2Credit account. Go to the 'Review Documents' page and check for uploaded documents - the row should turn green when the document is there.

### HOW TO RESOLVE UNDERWRITING REQUESTS

Firms can now collaborate more closely with the Biz2Credit funding team. You now have the ability to communicate directly with your client's assigned funding specialist and also upload any missing documents that have been requested to move the application to the final stages.

Look for the new menu option on Approved or More Information Needed applications that have been reviewed by a verification specialist:



Feb 25, 2021, 5:58:13 AM	PPP	MOCKDATA 225310	APP18381	Approved ?	
Feb 26, 2021, 1:45:47 AM	PPP	Business funnel 01253	APP18383	Upload docu...	



# 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.

### NEWS ALERT

**Funding for the PPP has been exhausted from the SBA general fund for lenders.**

## Important Reminders

Look for the option to upload missing documentation with the **Underwriter Notes** feature

Firms that have subscribed on the Portal and followed applicable rules will soon be notified about **Agent Fees**

## 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