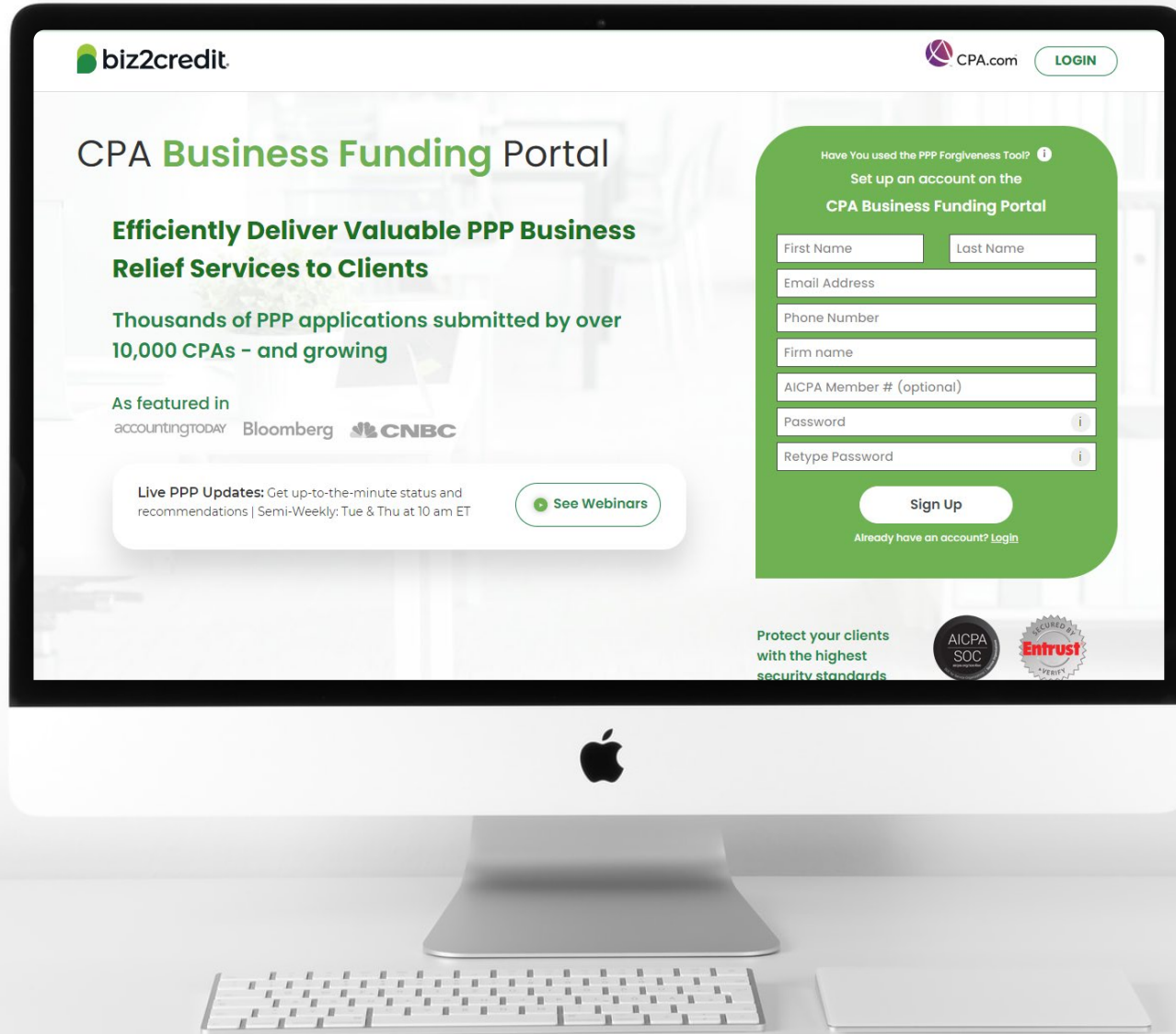




CPA **Business Funding** Portal

Live PPP Service Updates

June 17, 2021



Customer Care Updates from the CPA Business Funding Portal Team

Training Tip: Forgiveness Doc Checklist

Training tip

- The AICPA has produced a checklist to walk borrowers through details of the information that must be:
 - Submitted with the forgiveness application
 - Retained by the borrower and be made available to authorized representatives of the SBA, including the Office of Inspector General upon their request
- The requirements of the documentation will depend on the forgiveness form used from the SBA and if the borrower utilized any safe harbors. NOTE: This checklist indicates the various documentation requirements and how they are broken down by form


Why it matters

This checklist will assist you with the PPP loan forgiveness process, in addition to authoritative guidance issued by the SBA and your professional judgement.

Go deeper

Resource to Reference: <https://future.aicpa.org/resources/download/ppp-forgiveness-documentation-checklist>

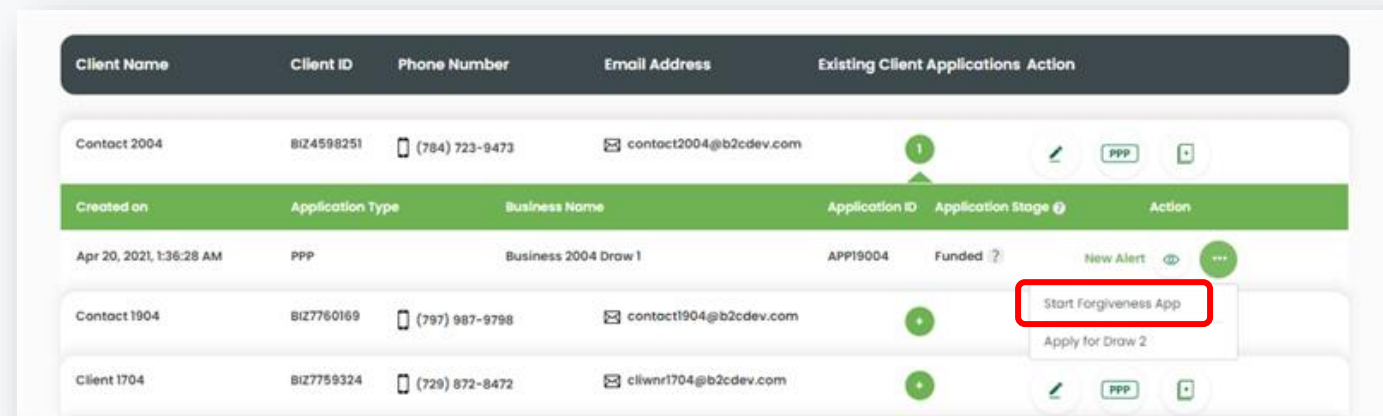
***Note:** Coming soon with additional guidance: Schedule C and F filers tab with specifics about doc requirements.

Loan Forgiveness Application Checklist	
Paycheck Protection Program (PPP)	
Draft as of June 10, 2021	
 AICPA [®] Private Companies Practice Section	
Purpose:	
The checklist below will assist applicants in gathering the required documents to complete their first and	
NOTE:	
Only cells in purple boxes are unlocked for editing to use this resource as a checklist.	
Basic information required to complete the PPP loan forgiveness application	
<input type="checkbox"/>	Business legal entity and DBA or tradename (if applicable)
<input type="checkbox"/>	Business address, business phone number, and primary contact name and email address
<input type="checkbox"/>	NAICS code (should match code from IRS income tax filings)
<input type="checkbox"/>	Tax Identification Number (TIN), Employer Identification Number (EIN) or Social Security Number
<input type="checkbox"/>	SBA PPP loan number and lender PPP loan number
<input type="checkbox"/>	PPP loan amount and disbursement date
<input type="checkbox"/>	Number of employees at the time of the PPP loan application and at the time of the forgiveness application. Note: Self-employed individuals and independent contractors should include
<input type="checkbox"/>	Covered period
Use of fund categories	
Only submit documentation for those categories which the borrower is requesting forgiveness. If the borrower is expecting to also take advantage of the Employer Retention Credit, ensure those amounts are excluded from PPP forgiveness as these amounts cannot be used for both programs.	

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 for all loans beyond 8 weeks of funding
 - All forms and functionality are now available



Client Name	Client ID	Phone Number	Email Address	Existing Client Applications	Action
Contact 2004	Biz4598251	(784) 723-9473	contact2004@b2cdev.com	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
Created on	Application Type	Business Name	Application ID	Application Stage	Action
Apr 20, 2021, 1:36:28 AM	PPP	Business 2004 Draw 1	APP19004	Funded ?	<div><div>New Alert</div><div></div><div></div></div>
Contact 1904	Biz7760169	(797) 987-9798	contact1904@b2cdev.com	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>
Client 1704	Biz7759324	(729) 872-8472	cliwnr1704@b2cdev.com	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>

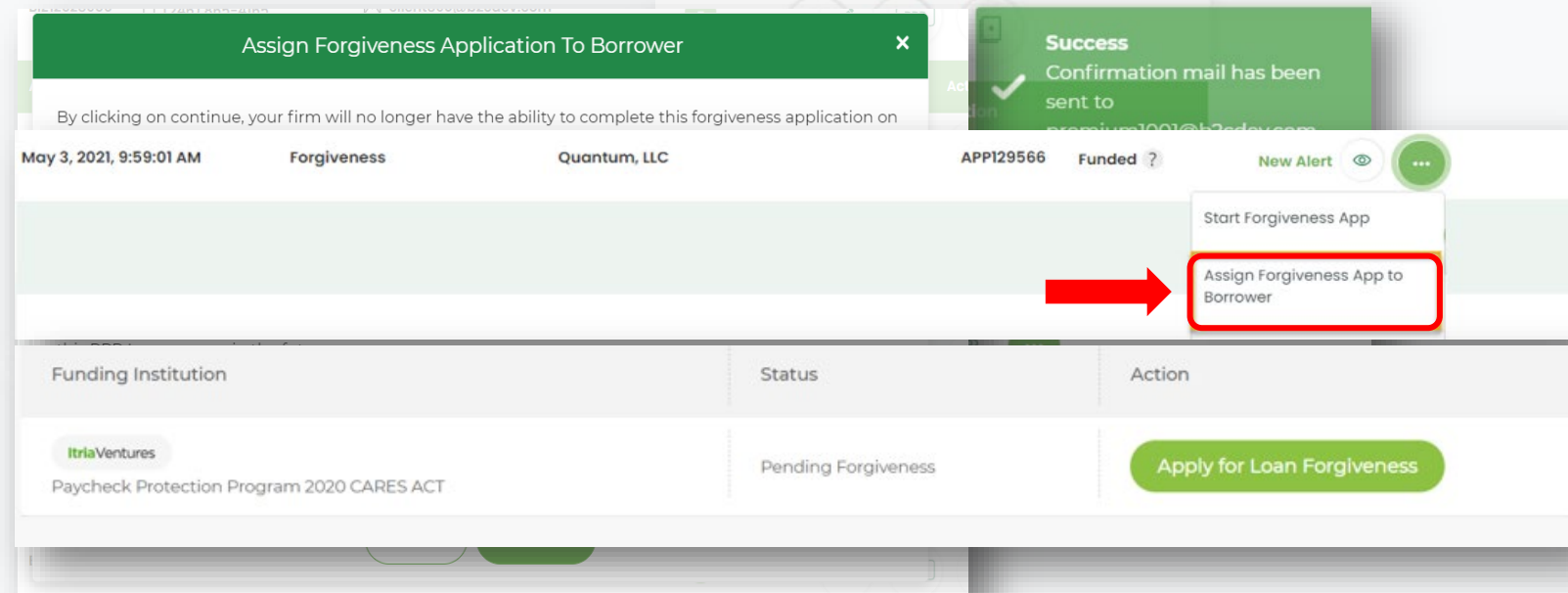
Go Deeper:

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

Forgiveness Application for Borrowers

Training Tip:

- Biz2Credit funded forgiveness applications can now be assigned to the borrower
- To start this process
 - Choose your client > click on the ellipsis from the dashboard > select 'Assign Forgiveness App to Borrower'
- Important Reminder:
 - This action can only be initiated by the firm
 - Once this action is taken, the application **cannot** be taken back from the borrower
 - The borrower will receive an email with a link to login and begin their forgiveness application.



Go Deeper:

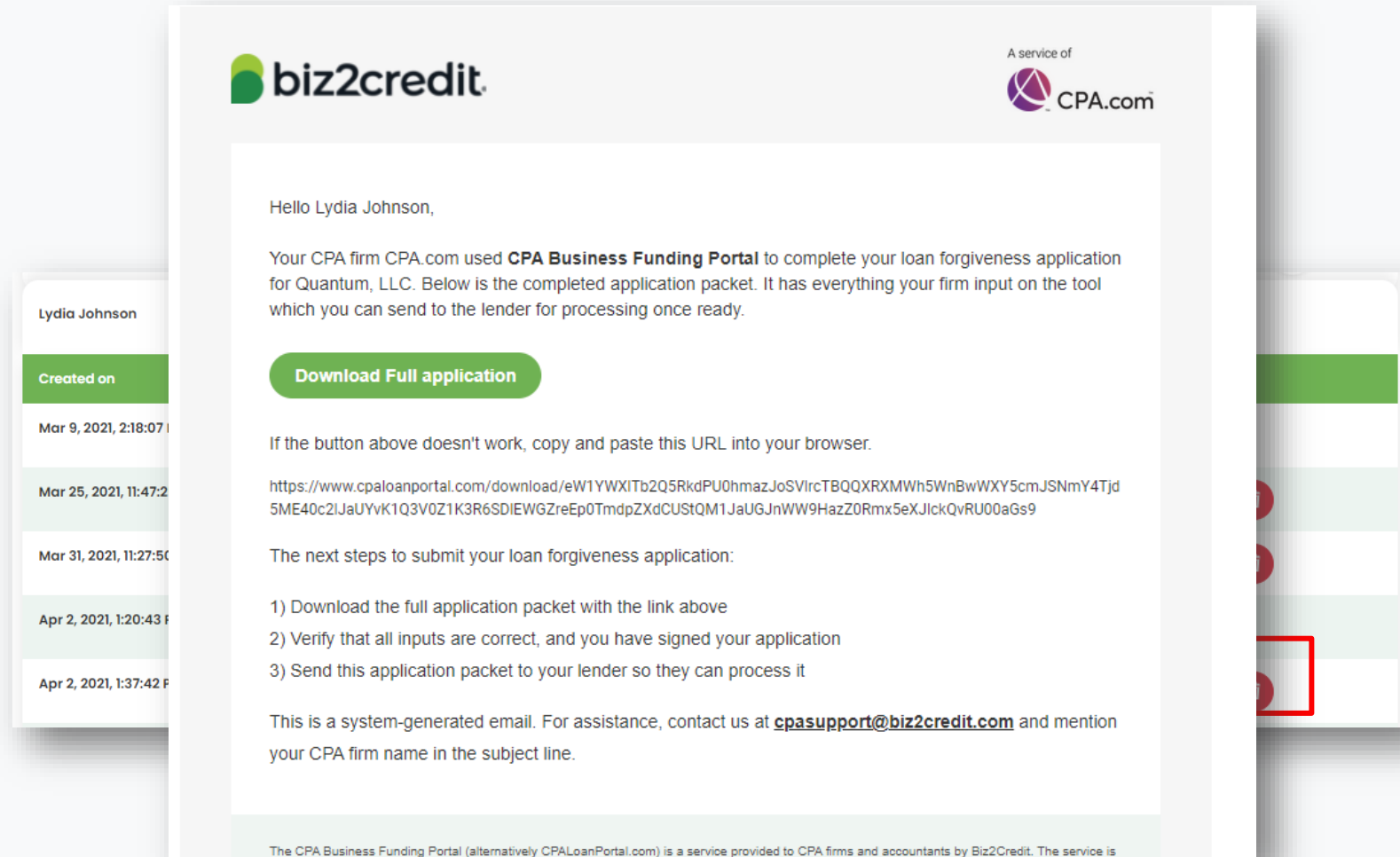
- [CPA Loan Portal How To Videos](#)
- [FAQs in the CPA Loan Portal](#)

Training Tip: Forgiveness App Package

Training tip

If a borrower applied and was funded for draw 1 with another lender but is applying for forgiveness through the CPA Business Funding Portal, then the application package must be provided to the original lender

- Once e-signature process is complete, the forgiveness application package can be downloaded and includes:
 - Loan Forgiveness Cover Sheet
 - PPP Loan Forgiveness Application
- The borrower will also receive an email notification regarding the forgiveness application



Optimize your CPA **Business** **Funding** Portal Experience

[Register for a forgiveness best practices session today.](#)

Forgiveness Best Practices

Held weekly on **Thursday's** from **2:00 - 3:00 PM ET**, these best practice sessions help your firm understand PPP forgiveness with topics including:

- ✓ Overview of PPP forgiveness
- ✓ Getting started – what you need to know to complete a forgiveness application package
 - Application considerations
 - Borrower information & eligibility
 - Required documentation
- ✓ Resources and guidance

Today's AICPA Town Hall Series

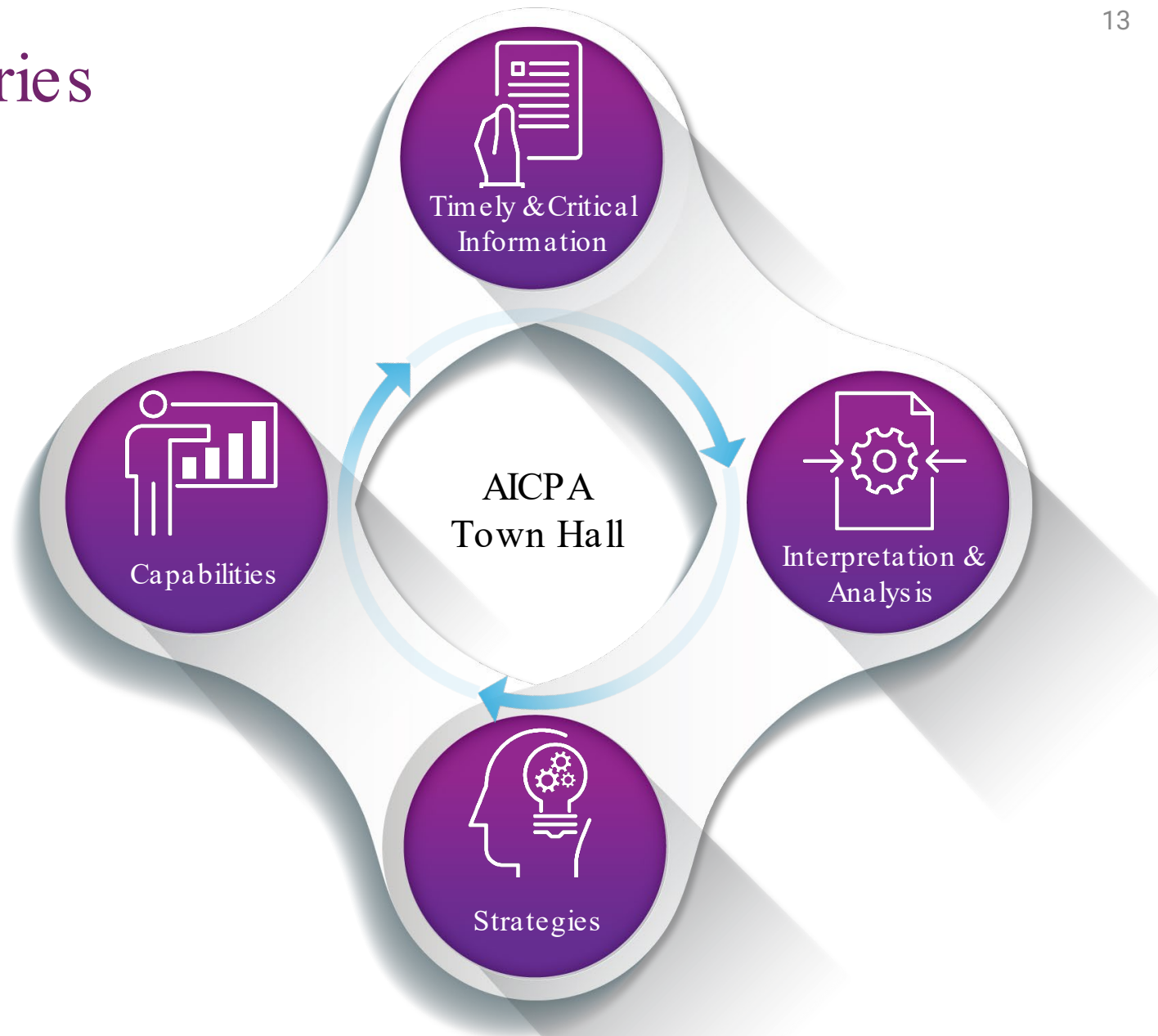
3 – 4pm ET

This week, CPA.com CEO and President Erik Asgeirsson will be joined by special guests:

- **Barry Melancon**, CEO of the AICPA
- **Tom Hood**, Executive Vice President, Business Growth & Engagement
- **Jennifer Reilly**, CFO at TIAA

[Register here](#)

[Watch the on-demand presentation](#) of last week's event with special guest and pricing expert, **Ron Baker**, Chief Value Officer at Armanino.



Customer Care Reminders

Client Applications that have not been funded may be in one of two status categories:

Contract Sent (via DocuSign)

Your client needs loan documents *re-sent*:

Reasons could include:

- ✓ You recently received a special communication about helping to resolve borrower-dependent actions on applications that are approved and waiting for borrower signature
- ✓ Email was never received
- ✓ DocuSign link expired

Your client has *signed* their loan documents and you *do not feel it is advancing*, contact

cpasupport@biz2credit.com with:

1. Client name
2. Case ID number
3. Copy of signed contract

More Information Needed

Please upload any pending requested documentation ASAP.

- If you or your client has uploaded requested documents, please email cpasupport@biz2credit.com
- Let the support team know what documents you have uploaded

If you need to know what documents *need* to be uploaded, contact cpasupport@biz2credit.com.

To ensure funding of your client's loan, reach out to support for help no later than tomorrow, Friday June 18th.

Forgiveness on the Portal

When and How to Use the Portal for PPP Forgiveness Application(s)

Portal Forgiveness Capabilities	Biz2Credit Funded Loans	Alternate Lender Funded Loans
Assess borrower's eligibility for forgiveness	✓	✓
Prepare a forgiveness application (By the CPA/Firm or Borrower)	✓	✓
Accumulate appropriate documents	✓	✓
Generate an application package for submission to the SBA	✓	✓*
Automatically process an application for submission to the SBA	✗	✗
Check requirements of the submission process for lender's other than Biz2Credit	n/a	✗
Link or connect with other PPP platforms (ex. bank or fintech)	n/a	✗

*We highly recommend that CPA's & borrower's understand alt. lender needs *prior* to using the Portal for forgiveness. Borrower can generate a package + cover letter for alt. lender then work with Biz2Credit for any additional needs for submission to SBA.

Forgiveness on the Portal

CPA Business Funding Portal

Paycheck Protection Program (PPP) - Forgiveness

When and how to use the Portal for forgiveness application(s)

Portal Forgiveness Capabilities	Biz2Credit Funded Loans
Assess borrower's eligibility for forgiveness	✓
Prepare a forgiveness application (By the CPA/Firm or Borrower)	✓
Accumulate appropriate documents	✓
Generate an application package for submission to the SBA	✓
Automatically process an application for submission to the SBA	✗
Check requirements of the submission process for lender's other than Biz2Credit	n/a
Link or connect with other PPP platforms (ex. bank or fintech)	n/a

*We highly recommend that CPA's & borrower's understand alternate lender needs *prior* to using the Portal for forgiveness. Please contact your alternate lender for a cover letter for alternate lender then work with Biz2Credit for any additional needs for submission to the SBA.

1



CPA Business Funding Portal

Steps to Assign a Forgiveness Application to a Borrower

Before Assignment to Borrower ~ Borrower / Client View on Biz2Credit Customer Portal

Funding Institution	Status	Action
Biz2Credit	Funded	

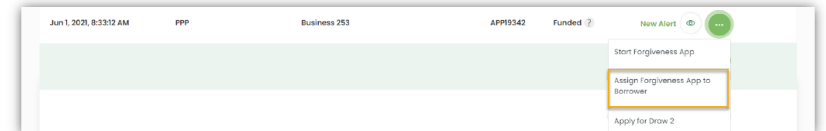
New resource available!

Understand what you can and cannot use the Portal for forgiveness as well as access the steps to assigning an application to a borrower.

Access at: CPA.com/CPABFP-Forgiveness

CPA Business Funding Portal

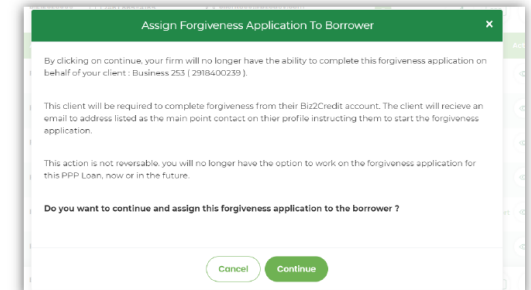
1. Click the 3 ellipses in the CPA firm dashboard > Within the dropdown choose: "Assign Forgiveness App to Borrower"



2. Confirmation Pop-up:

Read popup carefully.

By clicking 'continue,' your firm will no longer be able to complete the forgiveness application for your client.



3

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:**

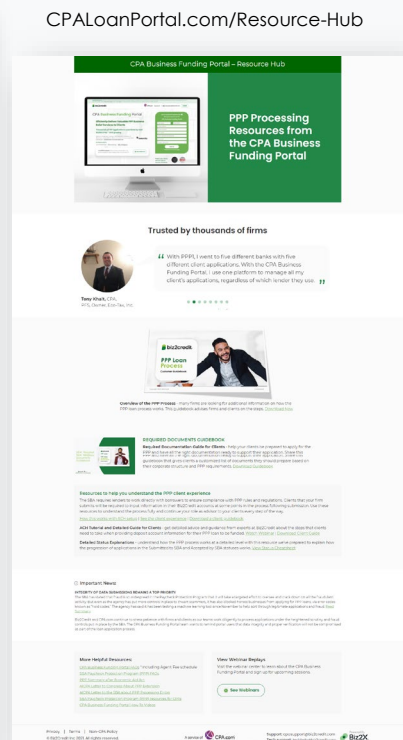
- How-To Videos
- Access to FAQs (also found at: CPALoanPortal.com/#PPPFAQ)
- Required Documentation Guide
- ACH Tutorial and Detailed Guide

✓ **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 & 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 on Thursday's for these
live update webinars

Faster Processing

~600

inquiries answered
every day.

Join us on Thursday at 10am ET