



U.S. Small Business
Administration

Paycheck Protection Program Lender Instructions

Tax ID Changes in E-Tran

Updated 12/23/20

Instructions – Tax ID Changes in E-Tran

Lenders should follow these E-Tran instructions to correct the following situations on a fully disbursed PPP loan:

- Entered incorrect Tax ID Number at origination and incorrect borrower populated and is listed in E-Tran.
- Entered incorrect Tax ID Number at origination and borrower does not have other SBA loans in the system.

These instructions will not correct:

- Entered correct TIN and incorrect borrower populated
- Name changes

For these situations, please request support through your Servicing Center.

Note: Before proceeding, ensure that you have IRS forms verifying the correct Name and Tax ID Number for the borrower.

Instructions – Tax ID Changes in E-Tran

1. Log into CAFS
2. Select **Electronic Lending – Loan Servicing** from the “Loans” drop down menu
3. Click on “Search”

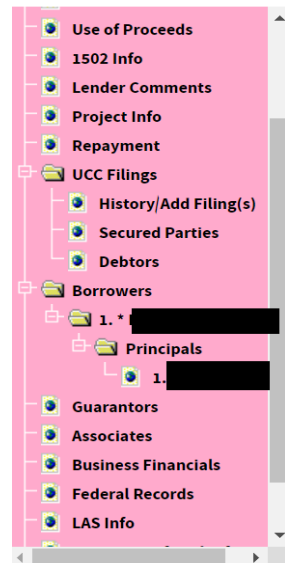
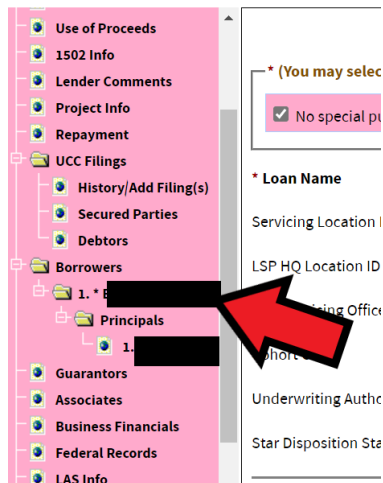
Note: Please ensure you log in using two factor authentication (via PIN). If you do not use a PIN, you will not be able to save your changes.

The screenshot displays the SBA Capital Access Financial System (CAFS) interface. The top navigation bar includes the SBA logo, "U.S. Small Business Administration", and "CAPITAL ACCESS FINANCIAL SYSTEM". Below this, a "Loans" dropdown menu is visible, with a red arrow pointing to it. The main content area shows a "Capital Access Dashboard" with a welcome message for "CDCpartner2" and the date "Thursday, April 16, 2020". The dashboard includes a "E-Lend Servicing" section with a "Search" button and a "Lender Receivables" button. A red arrow points to the "Search" button. Below the dashboard, there is an "E-Lend News and Updates" section with the text "Version 5.2 in Production" and "Support for CDC's performing 504 Delegated Servicing in place 6/30". A red arrow points to the "E-Lend Servicing" section. In the bottom right corner, there is a diagram showing a box divided into two sections: "SBA Loan" and "Servicing System". A red arrow points to the "E-Lend Servicing" section. A note box in the top right corner contains the text: "Note: Please ensure you log in using two factor authentication (via PIN). If you do not use a PIN, you will not be able to save your changes." A "Text Only" link is located below the diagram.


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4. Click on borrower's name in left menu pane
5. If you can see the icon below you can edit the Tax ID Number
6. Delete **entire** Tax ID Number and re-enter the correct number.
7. Click on "Save" at the bottom of screen. Verify changes were corrected accurately by exiting loan, searching for the loan again, and reviewing the information.

Note: *If the borrower has another loan in the system you will receive an error and will need to proceed to the next steps.*



Borrower Business Information , Guaranty Loan - READONLY

Tax ID: [Redacted] 

Name: [Redacted]

(Doing business as) Trade Name: [Redacted]

* DUNS: [Redacted]

* Legal Organization Type: Limited Liability Company(LLC)

Primary Business? Yes

Controlling Interest Management: Primary Borrower

Controlling Interest? Yes

Do Not Refer Code: Not selected yet

Primary Phone: [Redacted] 999-999-9999

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If the borrower has another SBA loan in the system, you will need to make the corrections by creating an additional Borrower/Principal in the loan.

8. In E-Tran Servicing, open the loan and click on “Borrowers” in the left menu pane
9. Select the appropriate radio button for the business type and click “Next”

Borrower Information , Guaranty Loan - READONLY

Business Person

- A **borrower** is defined as the primary business that the loan application is for and co-borrowers (person or business).
- A **guarantor** is defined as a non-owner & non-borrower person or business that is guarantying loan repayment.
- A **principal** is defined as a person or business with ownership interest in the loan application's primary business.

Reset Clear Next

Last modified: 08/26/2020 12:00:00 AM SBA Processing: 0.093 seconds Version: 5.2

Instructions – Tax ID Changes in E-Tran

- Once you have entered the correct Tax ID Number and have clicked “Next,” the system will auto populate the borrower’s information that is associated with the Tax ID Number in E-Tran.
- Verify the Borrower is listed correctly. If incorrect, proceed to step 14.
- Enter all information for Borrower/Principal(s) required. **Be sure to enter all principals and include ownership percentages.**
- For both the Borrower and the Principal(s) select “Owner of the Concern” in the following drop down.**

Use of Proceeds
1502 Info
Lender Comments
Project Info
Repayment
UCC Filings
History/Add Filing(s)
Secured Parties
Debtors
Borrowers
1. * [Redacted]
Principals
1. [Redacted]
Guarantors
Associates
Business Financials
Federal Records
LAS Info

Tax ID: [Redacted]

First Name [Redacted]

Middle Initial [Redacted]

Last Name [Redacted]

Suffix [Redacted]

Title [Redacted]

Controlling Interest Management: Owner of the Concern

Controlling Interest? Yes

Ownership in the Business:

Borrower	Percentage	If < 20%, is this principal guaranteeing the loan?
[Redacted]	100%	No

Guarantee Type: Not Selected Yet

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11. Once you have verified your changes in E-Tran you will then need to contact your Servicing Center (see map below).
12. The Center will change the Primary Borrower designation to the Borrower you have just created in E-Tran.
13. The Forgiveness Platform is updated with the latest E-Tran information each day by 10:00am EST.

Lenders with borrowers in *green* states should contact Fresno:

FSC.servicing@sba.gov

Lenders with borrowers in *yellow* states should contact Little Rock:

LRSC.servicing@sba.gov

When emailing, please include a read receipt to ensure your information is transmitted.



If you have entered a verified TIN/SSN and the name auto-populates in E-Tran incorrectly, you cannot proceed and will need to have the Servicing Center correct your loan.

14. Upload the request/IRS doc through “[Send this File](#)” and include the IRS form verifying Business Name and TIN.

Notes:

- *Do not send your request via encrypted email as it cannot be opened by the Servicing Center.*
- *The entire IRS document does not need to be sent as long as Name/TIN is visible on the form.*