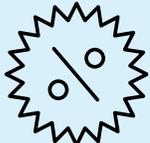


COVID-19 Quick Guide
for Small Businesses and Sole Traders

What are you entitled to?

April 2020

COVID-19 Quick Guide for Employers: *What are small business entitled to?*

	ELIGIBILITY CRITERIA	BENEFIT	HOW TO APPLY
 <p>PAYROLL TAX WAIVER (NSW only)</p>	<ul style="list-style-type: none"> Businesses with payrolls of < \$10 million in 2019/20 	<p>Payroll tax discount of 25% for 2019/20</p>	<p>No payroll tax payment required for March, April or May 2020. When lodging your annual reconciliation for payroll tax, you must include wage details paid year to date. If you have paid more than 75% of your owing payroll tax, you will receive a refund.</p> <p>https://www.revenue.nsw.gov.au/taxes-duties-levies-royalties/payroll-tax</p>
 <p>CASH FLOW SUPPORT (All States and Territories)</p>	<ul style="list-style-type: none"> Businesses or NFPs with annual turnover < \$50 million Has made payments for salary and wages Held an ABN on 12 March 2020 and continues to be active 	<p>A payment equal to 100% of salary and wages withheld for your employees of up to \$50,000 per employer for January to March 2020. Eligible employers will receive a minimum payment of \$10,000, even if you do not withhold tax.</p> <p>An additional equal payment will be made to employers in July to October 2020. For NFPs that are not income tax exempt, the payments will be treated as tax free.</p>	<p>You don't need to do anything. Payment will be delivered as a credit by the ATO when you lodge your business or instalment activity statement. (First payment is made on 28 April irrespective of whether you lodge monthly or quarterly).</p> <p>For charities, payment will be delivered through credits in the activity statement system. If the credit places you in a refund position, the ATO will deliver the refund within 14 days.</p>
 <p>APPRENTICE / TRAINEE WAGE SUBSIDY (All States and Territories)</p>	<ul style="list-style-type: none"> Businesses with less than 20 employees Businesses who retain an apprentice or trainee who was in training on 1 March 2020 Businesses of any size that re-engages an apprentice or trainee 	<p>A wage subsidy of 50% up to a maximum of \$21,000 per eligible apprentice or trainee.</p>	<p>Register now with an Australian Apprenticeship Support Network.</p> <p>https://www.australianapprenticeships.gov.au/aus-employer-incentives</p>

ADDITIONAL RESOURCES

- <https://business.gov.au/risk-management/emergency-management/coronavirus-information-and-support-for-business>
- <https://www.smallbusiness.nsw.gov.au/get-help/covid-19-coronavirus-information-small-business-owners>
- <https://treasury.gov.au/>
- <https://www.headsup.org.au/your-mental-health/work-and-your-mental-health-during-the-coronavirus-outbreak>

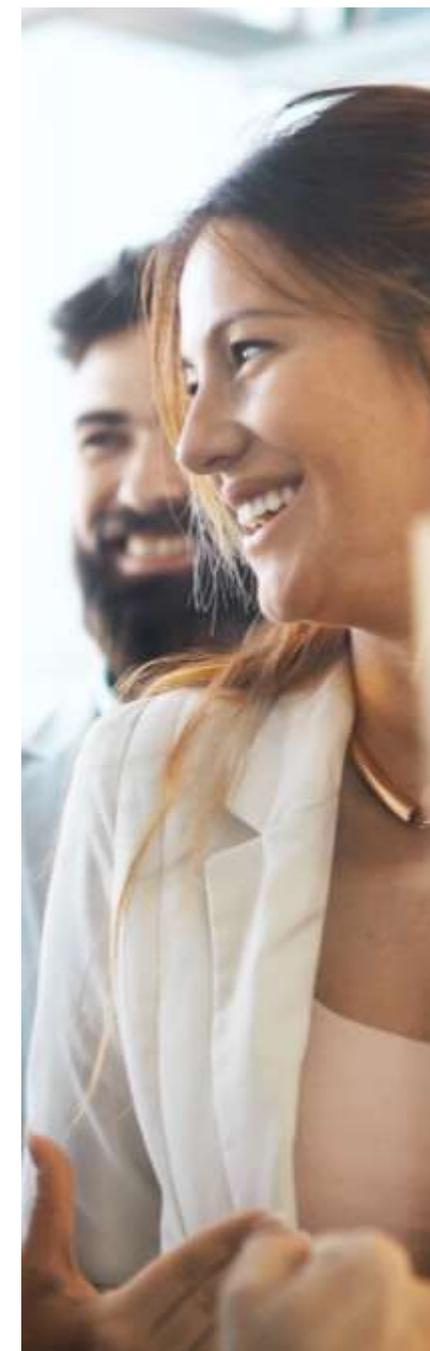


COVID-19 Quick Guide for Employees and Sole Traders: *Income support*

	ELIGIBILITY CRITERIA	BENEFIT	HOW TO APPLY
 <p>JOBSEEKER PAYMENT (All States and Territories)</p>	<ul style="list-style-type: none"> ✓ A permanent employee, sole trader, self-employed or casual worker who is stood down or has lost their employment/income and is not accessing employer entitlements (eg any paid leave) or receiving income protection insurance. 	<p>Expanded access to income support payments and a supplement of \$550 per fortnight, commencing 27 April 2020.</p>	<p>If you already receive income support payments no need to call or visit – your payment will be increased automatically.</p> <p>Otherwise, go online to your MyGov account to start your claim. If you do not have a Customer Reference Number (CRN) you will need to register your intent to claim and Centrelink will contact you to do an identity check on the phone and provide you with your CRN.</p> <p>Further information, including a step by step video on submitting your claim: https://www.servicesaustralia.gov.au/individuals/subjects/affected-coronavirus-covid-19/if-you-need-payment-coronavirus-covid-19</p>
 <p>EARLY ACCESS TO YOUR SUPER (All States and Territories)</p>	<ul style="list-style-type: none"> ✓ You are currently unemployed ✓ You are currently eligible to receive income support payment from the government; ✓ You have been made redundant or had your working hours reduced by at least 20% on or after 1 January 2020 ✓ If a sole trader, had your business suspended or a 20% reduction in your turnover on or after 1 January 2020. 	<p>Access up to \$10,000 of your superannuation before 1 July 2020 and a further \$10,000 from 1 July 2020 until 24 September 2020.</p> <p>Any amount released as a lump sum is not taxable income and will not be taken into account under any income or means tests.</p>	<p>Apply via your myGov account. The ATO will review your application and if successful, the ATO will notify your superannuation fund to release the funds to you.</p> <p>It is important that you ensure your superannuation fund details are correct.</p> <p>Further information: https://www.ato.gov.au/Individuals/Super/Withdrawing-and-using-your-super/Early-access-to-your-super/</p>

ADDITIONAL RESOURCES

- <https://business.gov.au/risk-management/emergency-management/coronavirus-information-and-support-for-business>
- <https://www.smallbusiness.nsw.gov.au/get-help/covid-19-coronavirus-information-small-business-owners>
- <https://treasury.gov.au/>
- <https://www.headsup.org.au/your-mental-health/work-and-your-mental-health-during-the-coronavirus-outbreak>

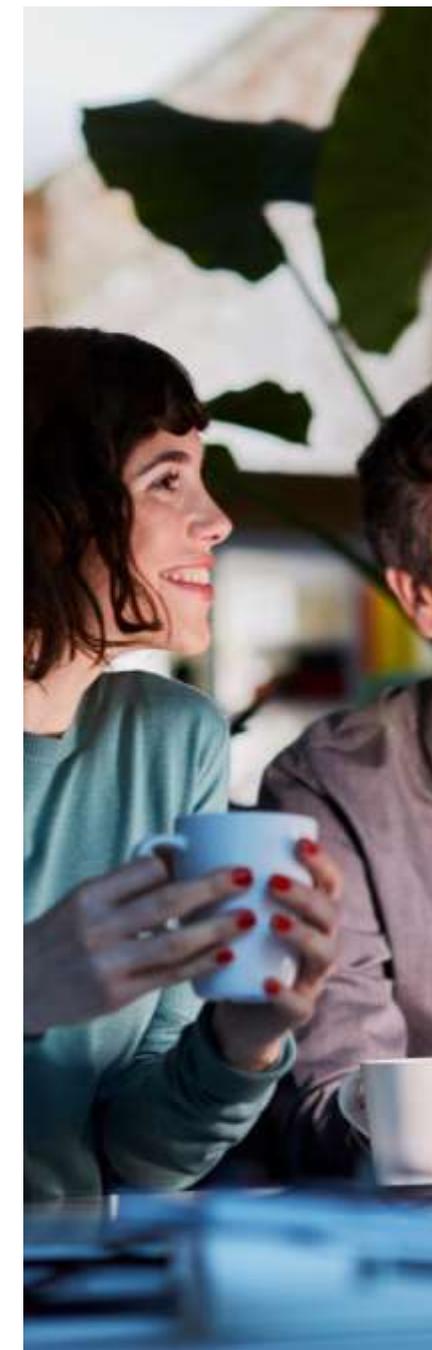


COVID-19 Quick Guide for Employers: *Who is eligible for JobKeeper payments?*

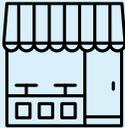
ELIGIBILITY CRITERIA	BENEFIT	HOW TO APPLY
<ul style="list-style-type: none"> ✓ An employer or sole trader of a business with turnover of < \$1 billion which has fallen by more than 30% compared to last year, for at least a month. ✓ A charity registered with the ACNC with turnover of < \$1 billion and an estimated reduction in turnover of 15% compared to the previous year, with recent changes allowing charities to exclude government revenue for the turnover test (<i>universities and non-government schools that are registered charities are exempt</i>). ✓ An employee who is currently employed (including stood down or rehired) and was employed by the employer at 1 March 2020 either full-time, part-time or a long-term casual; is over 16 years of age; and an Australian citizen or has a permanent visa. One payment only per employee. ✓ Long-term casual = casual employed on regular and systematic basis for at least 12 months. 	<p>A wage subsidy of \$1,500 per fortnight per employee or sole trader from 30 March 2020 for 6 months. The wage subsidy will be paid as a reimbursement by the ATO, starting from May.</p> <p>Conditions</p> <ul style="list-style-type: none"> • The payment is a flat rate of \$1,500 regardless of the employee's earnings or hours • Employers must ensure eligible employees receive, at a minimum, \$1,500 per fortnight before tax • If an employee is paid more than \$1,500 per fortnight, the employer must top up the subsidy • If an employer can no longer afford to pay an employee at that level, the employee can change their hours to align with the \$1,500 a fortnight subsidy (with at least three days notice) • An employer must make payments to eligible employees as per usual, and cannot wait until the JobKeeper payment is received to make payments to employees 	<ul style="list-style-type: none"> • Businesses need to enrol via the ATO website no later than 31 May 2020 to claim for the fortnights in April and May. • If you wish to claim JobKeeper for the first two fortnights (30 March – 12 April and 13 April – 26 April), you will need to pay your employees by 8 May 2020. https://www.ato.gov.au/general/gen/JobKeeper-payment/ • As part of their application, employers need to include a nomination notice completed by each of their employees. <p>Further information:</p> <ul style="list-style-type: none"> • Employer FAQs: https://www.ato.gov.au/General/JobKeeper-Payment/In-detail/Employers--frequently-asked-JobKeeper-questions/ • Employee FAQs: https://www.ato.gov.au/General/JobKeeper-Payment/In-detail/Employees--frequently-asked-JobKeeper-questions/ • Sole Trader info: https://www.ato.gov.au/General/JobKeeper-Payment/In-detail/JobKeeper-guide---sole-traders/

ADDITIONAL RESOURCES

- <https://treasury.gov.au/coronavirus/jobkeeper>
- <https://www.asbfeo.gov.au/news/news-articles/covid-19-what-jobkeeper-payment-means-small-businesses>



COVID-19 Quick Guide for Small Businesses: *Support snapshot*

	ELIGIBILITY CRITERIA	BENEFIT	HOW TO APPLY
 <p>SMALL BUSINESS GRANTS (NSW only)</p>	<ul style="list-style-type: none"> ✓ Between 1 and 19 employees and a turnover of more than \$75,000 ✓ Payroll below the 2019-20 tax threshold of \$900,000 ✓ An ABN as at 1 March 2020, be based in NSW and employ staff at 1 March 2020 ✓ Been highly impacted by the <i>COVID-19 Restrictions on Gathering and Movement Order 2020</i>. ✓ Have experienced at least a 75% decline in turnover compared to same two-week period in 2019 	<p>A grant of up to \$10,000 to be used to fund unavoidable business costs such as utilities, overheads, legal costs and financial advice</p>	<p>Apply for the grant via ServiceNSW. The application is expected to be available within two weeks and will close on 1 June 2020. https://www.service.nsw.gov.au/transaction/apply-small-business-covid-19-support-grant</p>
 <p>LOAN GUARANTEE (All States and Territories)</p>	<ul style="list-style-type: none"> ✓ Low interest rate loans to SMEs, including sole traders and not-for-profits, with a turnover of up to \$50 million 	<p>The Federal Government will provide a guarantee of 50% to SME lenders in connection with working capital loans unsecured for up to \$250,000.</p>	<p>You don't need to do anything except apply for a loan. https://treasury.gov.au/coronavirus/sme-guarantee-scheme</p>

OTHER SUPPORT

Electricity and gas network relief package

Energy Networks Australia announced small businesses that are temporarily closed due to COVID-19 may be eligible for full electricity and gas tariff relief under a financial support package. Further information, including participating providers: <https://www.energynetworks.com.au/news/media-releases/2020-media-releases/energy-network-relief-package-announced/>

Australian banks small business relief package

Australian banks are offering existing small business customers the option to defer loan repayments for 6 months, along with other assistance which may include fees waived, loans restructured and further credit. Contact your bank to discuss deferring your options. Further information, including participating providers: <https://www.ausbanking.org.au/campaigns/financial-hardship/>

Commercial tenant rent relief

Rental relief will operate through a Code of Conduct ensuring landlords will not be able to terminate leases for non-payment or rent and must offer proportionate reductions in rent (by waiver or deferral) based on the tenant's reduction in business. Further information: <https://www.asbfeo.gov.au/news/news-articles/covid-19-mandatory-commercial-tenancy-code> and <https://www.tenants.org.au/blog/renting-and-covid-19-information>

Fees waived

The NSW State government will waive a range of fees and charges for small businesses including bars, cafes, restaurants and tradies. These details are still being finalised and will be published on these websites when it is available: <https://www.fairtrading.nsw.gov.au/> <https://www.safework.nsw.gov.au/> <https://www.liquorandgaming.nsw.gov.au/> <https://www.service.nsw.gov.au/>

Community Support Package

The government will provide a \$200 million support package to support charities who provide emergency food and relief services, as demand for these services will be heightened due to COVID-19. Further information: <https://www.pm.gov.au/media/11-billion-support-more-mental-health-medicare-and-domestic-violence-services-0>

City of Sydney

The City of Sydney council announced a range of measures including a small business grants program, a concierge service for small businesses and sole traders to advise on the type of support available eg waiving of footway dining, market permit and filming fees, flexible approach to parking and other infringements. Further information: <https://news.cityofsydney.nsw.gov.au/announcements/covid-19-support-for-business>