



NSW SMALL AND MEDIUM BUSINESS SUPPORT PAYMENTS (2022 SMALL BUSINESS SUPPORT PROGRAM)	
Period Covered	1 st February 2022 to 28 th February 2022
Application period	Applications open on 23 rd February 2022 and closes on 29 th April 2022
Eligible businesses	<p>Eligible NSW Businesses including non-employing businesses (e.g. sole traders or companies and trusts without employees) and not-for-profit organisations.</p> <p>Non business entities such as investment companies and investment trusts would not be eligible.</p>
Available Grant	<p>A one-off lump sum payment will be made, being 20% of your NSW payroll payments with a minimum payment of \$3,000 (\$750 for each week) and a maximum payment of \$20,000 (\$5,000 for each week).</p> <p>Non-employing entities, such as sole traders, are also eligible but will receive a payment of \$2,000 (\$500 for each week).</p>
NSW Weekly Payroll Amount	<p>The amount of grant is calculated per below;</p> <ol style="list-style-type: none"> Take your reported Gross Wage <ol style="list-style-type: none"> If you declare wages in your IAS/ BAS, your W1 Figure (being your gross pay) reported in your most recent FY 2022 BAS lodged. For most it would be your January 2022 IAS or October to December 2021 BAS. If you do not report wages in your BAS then it will be your STP reporting for the month of Nov or Dec 2021 If you do not lodge monthly or quarterly BAS or STP, you will need to contact Service NSW. Reduce from the above any Non-NSW wages and any contractor payments reported at W1. Divide the figure with the period covered by the payroll (e.g. 28 days in Jan for weekly or fortnightly payments) and times it by 7. Times this figure with 20%. This would be your weekly grant payment amount.
How often is the grant paid	Small Business Support Program payments are expected to be paid out in a one-off lump sum payment.
How can I use Small Business Support Program payments	<p>Small Business Support Program payment is expected to be used for business costs that include, but are not limited to, the following expenses:</p> <ul style="list-style-type: none"> Salaries and wages Utilities and rent Financial, legal or other advice Marketing and communication



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- Perishable goods
- Other business costs.

Businesses are required to maintain records for up to 5 years to substantiate how these payments were utilized. Unused payments can be recalled in a subsequent audit.

Eligible Criteria

All the below conditions have to be met:

- Have had an ABN since 1 January 2021 and are physically operating in NSW. Only one grant is available for a single ABN. Multiple businesses under single ABN are only eligible for one grant;
- Have an aggregated annual turnover of more than \$75,000 and no more than \$50 million for the year ended 30th June 2020 or 30 June 2021. It is understood that turnover of connected entities will be added together to test this turnover;
- Have experienced a decline in turnover of 40% or more due to the impacts of COVID-19 during the entire month of January 2022, compared with January 2020 or January 2021;
- Have experienced a decline in turnover of 40% or more due to the impacts of COVID-19 from 1-14 February 2022 compared with the same fortnight in February in the comparison used immediately above; (i.e. if turnover for 2020 is used for Jan comparable, turnover for 2020 should be considered for Feb comparable as well)
- For businesses with employees - maintain your employee headcount from 30 January 2022 to 28 February 2022. You do not lose eligibility if you lose a staff for no act of your own (e.g. in case of resignation or retirement of staff).
- For non-employing businesses, such as sole traders or trusts without employees, show that the business is the primary source of income for an associated person. If you have more than one non-employing business, you can claim only claim payment for one business.

How to prepare for your application

1. Register with Service NSW for your MyServiceNSW Account. If you do not have an account, [click here](#). Use this process to link your Driver's License and Medicare card to your account. This will be handy while making your application.
2. Link your business to your MyServiceNSW Account.
3. Apply for Small Business Support Program Payments [here](#).

You will be asked to check if your name as it appears on two ID documents (e.g. Driver's License and Medicare Card) matches with ABR records of your business. [Contact us](#) if you'd like us to update and confirm your ABR records.

In preparation for your Small Business Support Program Payment application, keep the following documents and information ready;

- Council rates or Lease in name of the business to prove your business is located in NSW. Refer [Service NSW Small Business Support Program](#) for alternative documents.



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- Copy of your 2020 or 2021 business tax return to prove your turnover (most recently lodged)
- Copy of most recent BAS return lodged prior to 23rd February 2022 (relevant to FY 2022)
- Employee headcount for the period 30th January 2022 to 28th February 2022 (only numbers required, no documentary evidence required at time of application)
- Evidence of Weekly Payroll as per above workings
- Detail of your accountants (if Service NSW wishes to cross check any information)
- If you are not in the list of Directly Impacted Industries (refer [Attachment A of link here](#) then a letter from your accountant confirming drop in turnover).
- If you are on the list above, while you do not need an accountant's letter, keep details of your decline in turnover ready (turnover in period specified above, and corresponding period in 2020 or 2021). This will be required as part of application process.
- Lastly, your business bank account details for payments to come in.

If you are unable to complete the application, you are likely to receive a link in an email allowing you to continue your application from where you left!

Some Frequently Asked Questions :

What if my turnover is less than \$75,000?

You may be eligible for Small business fees and charges rebate. See rebate details [here](#).

Will these payments be taxable?

The Federal Government has indicated that these payments **will not** be taxable. However we are yet to receive a confirmation.

What is the criteria of maintaining staffing level for the period 30th January 2022 – 28th February 2022?

Maintaining staffing level requires your business to continue to maintain your casual staff hired for more than 12 months and permanent (part time and full time) staff for the period 30th January 2022 to 28th February 2022. This does not mean you need to pay wages. As long as they are not terminated, your business is said to maintain staffing levels, even if they are stood down or on unpaid leave. Any resignation or retirement, or loss of staff outside of control of the business will not impact this condition.

If at any time you do not maintain your staffing level for the period 30th January 2022 to 28th February 2022, you will lose your eligibility from that point onwards and are required to advise Service NSW immediately.

What would be the criteria of calculating decline in turnover. Will it be based on invoices raised (Accrual basis) or based on money banked (Cash basis)? Turnover for Small Business Support Program Payment purposes has been defined as GST Turnover as per s188.15 of GST Act. This means cash or accrual depends on how you report your turnover in your BAS (Cash or Accrual).

Can my accountant lodge application on my behalf? While it is possible for your accountant to lodge this claim on your behalf by taking an authority from you and adding your business to their 'My Service NSW Account', it is usually more convenient and faster for the business to lodge it directly through their 'My Service NSW Account'.



Can my business claim Small Business Support Program Payment even if I or my employees are receiving Commonwealth Pandemic Leave Disaster Payment?

Based on the reading of the rules, it does not appear that a business will lose the grant if its employees are stood down and they apply for the above Disaster Payment. However, it is best to confirm this with Service NSW.

The rules also clearly state that for non-employing businesses, if the associated person has received the above Disaster Payment for the same period, such business will still qualify for the Small Business Support Program Payment.

Who will administer the grant?

Grant application and payments will be administered by Service NSW. Further information and link for the application can be found on Service NSW Covid-19 business support homepage [here](#).

Where can you find more information?

Details of the Small Business Support Program Payment and its Guidelines and Terms and Conditions can be found [here](#).

What if my business is highly impacted by Public Health Orders but I do not pass one or more eligibility test? You may wish to contact Service NSW to discuss your special circumstances.