Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

On March 27, 2020, the U.S. House of Representatives approved, and President Trump signed into law, the Coronavirus Aid, Relief, and Economic Security Act or "CARES Act."

The CARES Act includes, among many things: (1) almost $350 Billion dollars allocated for loans to small businesses, as part of the Payment Protection Program; (2) over $500 Billion in loans and assistance for large companies; (3) and an expansion to the eligibility requirements and total unemployment benefits provided to individuals, in addition to their normal state unemployment benefits. This extraordinary infusion of money for small businesses during the COVID-19 pandemic is designed to relieve the significant financial burdens on employers during the burgeoning financial stresses caused by the pandemic. Below is a recap of the provisions that we believe involve payroll and benefits.

Almost every provision of the CARES Act requires further guidance from various government agencies. There will likely be new forms, filing procedures and expanded administrative policies and procedures forthcoming. We will proactively update our programming to accommodate changes as soon as we receive the proper guidance. Please remember to consult with your corporate accountants, attorneys and/or other professional advisors to review the potential impact of this Act on your company.

PROVISIONS FOR THE ASSISTANCE OF SMALL BUSINESSES

(1) The Paycheck Protection Program (Section 1102)

The Paycheck Protection Program allows small businesses, non-profits, independent contractors, and self-employed individuals, with fewer than 500 employees, to apply for loans covering certain business costs and expenses. For these loan applicants, if they meet certain criteria for maintaining employees on payroll, the loan amount may be largely forgiven, meaning that the Federal government will take on the financial burden for paying much of the employee payroll cost, rent, and utilities for these small business during the height of the pandemic.

In addition to the size threshold, eligibility under the CARES Act requires potential borrowers to meet these other criteria:

- Applicants must certify:

  (a) That due to the uncertainty of the current economic conditions, the loan is necessary to support the employer's ongoing operations;

  (b) That the funds will be used to retain workers and maintain payroll or make mortgage payments, lease payments, and utility payments; and

  (c) That the applicant does not have any applications pending nor has the applicant received any loan funds for Disaster Recovery Loans or Economic Stabilization Loans under the COVID-19 Stimulus package.

- The applicants must have been in operation as of February 15, 2020;
- The applicant must have enough employees to support the ongoing operations (otherwise the certification would be false); and
- The applicant cannot receive loans under the Economic Injury Disaster Loan Programs and remain eligible.

The maximum loan amount available to employers and other eligible recipients will be in an amount that is equal to roughly 2.5 months of the applicant-employer's average "Payroll Costs." The loan cannot exceed a total of $10 Million. For the purposes of calculating an eligible borrower's maximum loan amount, "Payroll Costs" under the law is defined as:

- Salary, wage, commission, or similar compensation;
- Payment of cash, tip, or equivalent;
- Payment for vacation, parental, family, medical, or sick leave **(not including payments made under the Families First Coronavirus Relief Act (FFCRA), the Phase I federal response that provides government sick leave and extended paid emergency FMLA related to employees affected by the pandemic)**
- Allowance for dismissal or separation;
- Payment required for the provisions of group health care benefits, including insurance premiums;
- Payment of any retirement benefit; or
- Payment of State or local tax assessed on the compensation of employees **(However, taxes imposed or withheld by chapters 21, 22, or 24 of the Internal Revenue Code are not included in this calculation. In other words, the government will not pay the payroll taxes that an employer owes.);** and
- The sum of payment of any compensation to or income of a sole proprietor that is a wage, commission, income, net earnings from self-employment, or **similar compensation that is not more than $100,000 in 1 year, as pro-rated for the covered period.**

Importantly, any compensation received by an individual employee, independent contractor, or self-employed individual, in excess of an annual salary of $100,000 may not be included in either the initial calculation of payroll costs nor can it be included for purposes of obtaining loan forgiveness mentioned further below.

Loan recipients may use the proceeds to cover specified business costs with the potential of obtaining up to 100% in loan forgiveness. In other words, if an employer or other eligible borrower uses the loan proceeds to cover the costs that Congress is encouraging them to cover, the debt should be completely cancelled.

Those costs include:

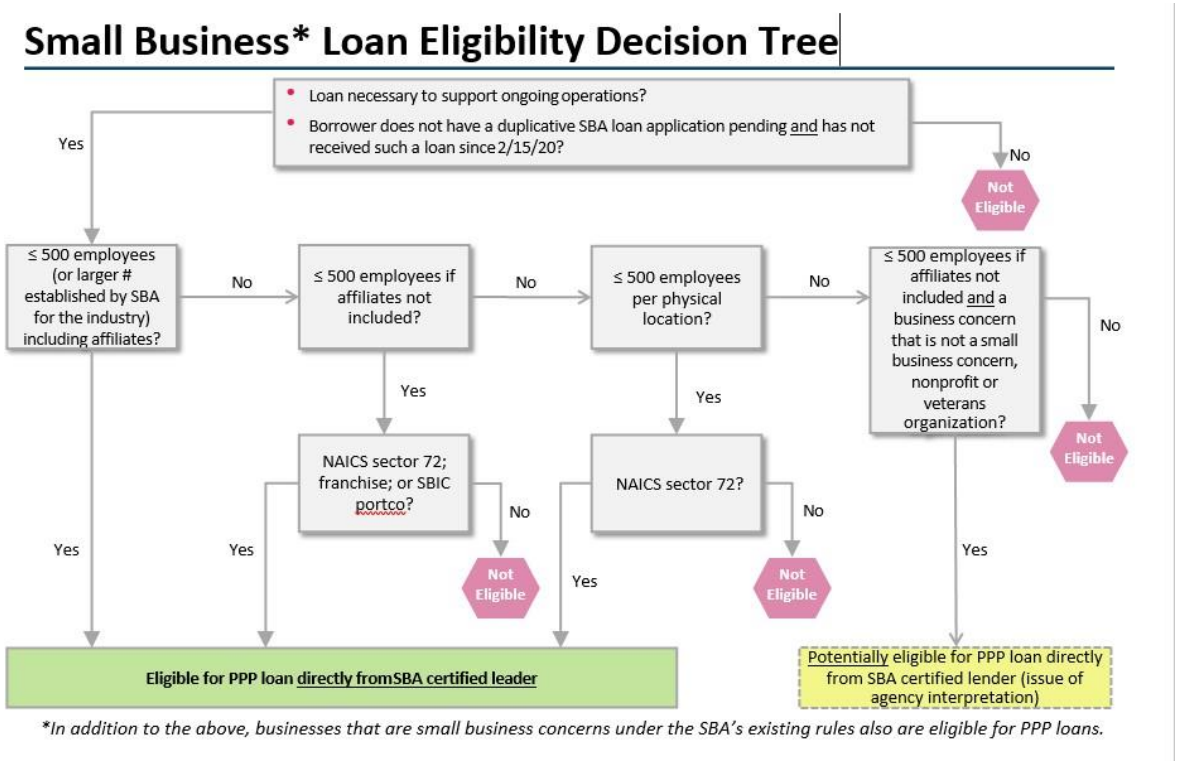
- Payroll costs
- Payments related to the continuation of group healthcare benefits during periods of paid sick, medical, or family leave, and insurance premiums;
- Employee salaries (excluding compensation amounts in excess of $100,000), commissions, or similar compensation;
- Payments of interest on any mortgage obligation (not including interest on any prepayment of or payment of principal on a mortgage obligation);
- Rent (including rent under a lease agreement); Utilities; and
- Interest on any other debt obligations that were incurred before the loan began.

Employers who apply and accept a loan under this program should be aware that if they subsequently reduce the number of employees on their payroll, reduce the pay of their employees, or both, the total amount of loan forgiveness available to them will face a potential corresponding reduction.

Loan forgiveness will be provided to borrowers in an amount equal to the above costs incurred during the 8-week period following origination of the loan. In those instances where the employer is found to have reduced its workforce during the 8-week loan period (using a simple formula to determine the total percentage reduction), the employer's loan forgiveness amount will be reduced by that same percentage. For example, if an employer reduced its total workforce by 35%, as compared to either (a) the period beginning February 15, 2019 and ending June 30, 2019, or (b) the period beginning January 1, 2020 and ending February 29, 2020, then the employer would see its loan forgiveness amount reduced by 35%.

Similarly, if the employer reduces the pay of its employees by more than 25%, the employer's loan forgiveness amount will be reduced by the amount exceeding the 25% reduction. Here, if the employer were to reduce the pay of its employees making less than $100,000 by 35%, the employer's loan forgiveness amount would be reduced by 10% (the difference between 35% and 25%).

Lenders must provide applicants with a decision with regard to their application for loan forgiveness within 60 days of receiving the application for loan forgiveness.



(2) SBA Loans Easy Access

Access to the loan above will be through both participating private lenders and directly through the Small Business Administration ("SBA"). Toward this end, the SBA has created easier access to larger loans through the SBA's express loan process. Changes to the current law increase the previous maximum loan amount under the express loan process, from $350,000 to $1,000,000. In addition to increasing the potential loan maximums, the CARES Act amended the Small Business Administration Act by waiving the "no credit elsewhere" requirement and temporarily allowing the SBA to guarantee 100% of the loans. Further still, employers applying for a loan through the express loan process may defer all loan payments for at least 6 months (to a year) and forgo providing the lender with a personal guarantee or collateral to secure the loan.

Employers who elect to apply for a loan through the SBA express loan process may use the proceeds to:

- Provide long-term working capital: accounts payable, purchasing inventory, and other operational expenses;
- Provide short-term working capital: seasonal financing, contract performance, construction financing, and/or export;
- Purchase real estate;
- Purchase equipment, furniture, machinery, supplies, and materials; Cover
- construction and/or renovation costs;
- Establish or acquire a new business, or expand an existing business; and
- Refinance existing business debt (so long as the lender, and ultimately the SBA, are not in a position to sustain a loss through refinancing).

OTHER IMPORTANT PROVISIONS OF THE CARES ACT

While the following pieces of the CARES Act are less applicable for employers from an employment law perspective, it should be noted that there were several other helpful provisions in the CARES Act.

(1) Employee Retention Credit (Section 2301)

In addition to the powerful incentives for employers to retain their workforce through favorable loans and loan forgiveness, the CARES Act includes tax incentives for employers. The CARES Act, under Section 2301, provides employers with a refundable payroll tax credit of 50% on qualified wages (including health benefits) paid to employees between March 31, 2020 and December 31, 2020. The payroll tax credit will apply to the first $10,000 in eligible compensation. **If your business receives an SBA Loan under the Paycheck Protection Program, you are not eligible for the Employee Retention Credits of Section 2301.**

In order to be deemed eligible for the employee retention payroll tax credit, the employer must:

- Have had its operations fully or partially suspended as a result of a COVID-19 related shut down order; or
- Have incurred a decline in gross receipts by more than 50% when compared to the same quarter in the prior year.

The payroll tax credit is based on qualified wages paid to the employees. Whether or not the employer has paid "qualified wages" will depend on the number of employees employed by the company.

- **For employers with more than 100 full-time employees** – qualified wages are wages that are paid to employees, despite the fact that they are not providing services due to a COVID-19 related shut down order.
- **For Employers with 100 or less employees –** qualified wages will be paid to employees, whether the employer is open for business or not.

(2) Deferral of Employer's Share of Social Security Taxes (Section 2302)

Employers, including self-employed individuals can defer their share of Social Security taxes paid on their employees' wages over the course of two years. Half of all deferred Social Security taxes must be paid by December 31, 2021, while the second half of all deferred Social Security tax payments must be paid by December 31, 2022. **If your business receives an SBA Loan under the Paycheck Protection**

Program, you are not eligible to defer the employer share of Social Security taxes under Section 2302.

(3) Expanded Unemployment Benefits

The CARES Act temporarily expands, through December 31, 2020, unemployment benefits to individuals who are not traditionally eligible for unemployment benefits and who are also unable to work as a direct result of the COVID-19 pandemic. This includes self-employed individuals and independent contractors, who would not otherwise be eligible for weekly unemployment benefits. By contrast to the FFCRA, the CARES Act provides assistance to those currently not working as a result of COVID-19, regardless of their employer's size. Under the new law, benefits will simply be provided to individuals who are able and available to work but remain unemployed or partially unemployed due to COVID-19. This includes:

- The employee has been diagnosed with COVID-19 or is experiencing symptoms and seeking a medical diagnosis;
- A member of the individual's household has been diagnosed with COVID-19;
- The individual is providing for a family member or a member of the individual's household who has been diagnosed with COVID-19;
- A child or other person in the household for which the individual has primary caregiving responsibility is unable to attend school or another facility that is closed as a direct result of the COVID-19 public health emergency and such school or facility care is required for the individual to work;
- The individual is unable to reach the place of employment because of a quarantine imposed as a direct result to COVID-19 public health emergency;
- The individual is unable to reach the place of employment because the individual has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The individual was scheduled to commence employment and does not have a job or is unable to reach the job as a direct result of the COVID-19 public health emergency;
- The individual has become the breadwinner or major support for a household because the head of the household has died as a direct result of COVID-19;
- The individual must quit his or her job as a direct result of COVID-19;
- The individual's place of employment is closed as a direct result of the COVID-19 public health emergency; or
- The individual meets any additional criteria established by the Secretary for unemployment assistance under this section; or
- Is self-employed, is seeking part-time employment, does not have sufficient work history, or otherwise would not qualify for regular unemployment or extended benefits under State or Federal law or pandemic emergency unemployment compensation under 2017 and meets the requirements of subclause (I);

  and does not include:

  (a) An individual who has the ability to telework with pay; or

  (b) An individual who is receiving paid sick leave or other paid leave benefits.

The law also extends access to weekly benefits from 26 weeks to 39 weeks and includes an additional $600 in weekly Pandemic Unemployment Compensation to be provided to an eligible recipient in addition to their regular UI weekly benefit for up to four months.

(4) Additional Tax Provisions

Tax Exclusion for Employer Student Loan Repayment Benefits (Section 2206):
Employers are permitted to provide a student loan repayment benefit to employees by contributing up to $5,250 annually toward an employee's student loans. These payments would be excluded from the employee's income. The $5,250 cap applies to both the new student loan repayment benefit and educational assistance under Section 127 of the Internal Revenue Code (IRC). The provision applies to any student loan payments made by an employer on behalf of an employee after date of enactment and before January 1, 2021.

Retirement Provisions — Defined Contribution Plan Changes (Section 2202):

Distributions:
A new corona-virus distribution option is available from retirement plans or IRAs to "impacted" individuals up to $100,000 and will not be subject to the 10 percent early-withdrawal penalty from January 1, 2020 through the end of the 2020 calendar year. The distributions are still subject to regular income tax, but it may be spread over three years. The standard 20 percent federal tax withholding is not required on these distributions and distributions can also be repaid at any time during the following three years.

Loans:
For "impacted" individuals, an increased loan amount (from $50,000 to $100,000) is available for a 180-day period beginning on the date of enactment of the CARES Act.

- Loans can be taken up to 100 percent of the present value (increased from 50 percent) of the individual's vested account balance.
- Impacted individuals may also take advantage of a 12-month delay for loan repayments due through date of enactment through the end of the 2020 calendar year. Interest on plan loans is still payable into the individual's retirement plan account and remains taxable upon withdrawal.

Definition of "Impacted" Individuals:
Anyone who is diagnosed with SARS or COVID-19, has a spouse or dependent test positive, or who experiences adverse financial consequences because of SARS or COVID-19 is considered an "impacted individual" for distributions and loans. A plan administrator may rely on an individual's "self-certification" that they meet the criteria.
Note: Retirement plans have through the end of the 2022 plan year to adopt plan amendments related to these CARES Act provisions.

Paid Leave
The CARES Act provides for several small changes and technical revisions to the FFCRA.

Paid Leave Limitation Provisions (Sections 3601 and 3602):
The FFCRA set rates for paid leave under the Emergency Paid Leave Act and under the amendments to the Family and Medical Leave Act ("FMLA"). The CARES Act clarifies that an employer's requirement to provide two full weeks of emergency paid leave does not exceed $511 per day and $5,100 in the aggregate for an individual or $200 per day and $2,000 in the aggregate for an employee to care for a quarantined individual or child. Under the FMLA, the CARES Act clarifies that an employer's requirement to provide 10 full weeks of paid leave does not exceed $200 per day and $10,000 in the aggregate for each employee.

Paid Leave for Rehired Employees (Section 3605):
Under the FFCRA, employees who have been employed by the employer for at least 30 calendar days are eligible for expanded FMLA leave. The CARES Act extends paid leave to employees who were laid off after March 1, 2020, had worked for the employer for at least 30 of the last 60 days, and were rehired by the employer.

Advance Refunding of Payroll Credit Required for Paid Sick Leave (Section 3606):
The FFCRA allows an employer to claim a refundable tax credit for paid leave granted under the expanded FMLA requirement. The CARES Act expands those provisions by: (1) providing for an advance of the payroll tax credit; (2) requiring the Secretary of the Treasury to prescribe regulations necessary to permit the advancement of the credit; and (3) requiring the Secretary of Treasury to waive penalties associated with the failure to deposit certain payroll taxes.

This information should not be construed as tax or legal advice nor should it be considered a substitute for legal, accounting or other professional advice. We encourage our clients to consult with their appropriate legal and/or tax advisors.