

Utah COVID-19 PRIMER



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In addition to federal aid, many states, cities, and towns are providing financial assistance to small businesses. The following are some of the opportunities available to business owners in Utah.

SALT LAKE CITY'S EMERGENCY LOAN PROGRAM

What are the eligibility requirements?

- Your business must be located within the limits of Salt Lake City.
- Your business must have 50 or fewer employees.
- Both for-profit and non-profit businesses are eligible.
- The APPLICATION DEADLINE IS THURSDAY, APRIL 2, AT 11:59 P.M. [APPLY HERE.](#)

What are the terms of the loan?

- The maximum loan amount is \$20,000.
- Loans are provided on 0% interest.
- The term of the loan is 5 years.
- Proceeds from the loan may only be used for working capital.

What are the required documents?¹

- The financial statements for your business, including: balance sheet statements for the previous year, profit and loss statement, and statements for the most recent quarter or month.
- The previous year's business tax returns. You may supply 2018 returns if you have not yet filed returns for 2019. Non-profits should submit a 990 tax form.
- A copy of the lease or mortgage statement for your business.
- A copy of your Salt Lake City business license.
- A copy of the front of your driver's license or other government issued identification.
- A copy of your completed and signed W9.
- The most recent personal tax returns for any principal who owns at least 20% of the business.

EMPLOYMENT ISSUES

When do I need to pay final wages to terminated employees?

- When an employee is terminated in Utah, all unpaid wages and any accrued but unpaid vacation time must be paid within 24 hours of the time of termination.²

¹ slc.gov/ed/elploan/

² Utah Final Wage Law: UT Code 34-28-5



What can I tell my employees about health insurance continuation?

- If you had 20 or more employees on more than 50% of the typical business days last year, the Consolidated Omnibus Budget Reconciliation Act, better known as COBRA, will apply. COBRA provides employees the right to temporarily continue group health coverage on termination.
- As an employer, you must notify your group health plan administrator of the termination within 30 days. The plan administrator must then notify the employee of their COBRA continuation rights. The employee must then choose whether to elect COBRA coverage within 60 days and make their first premium payment within 45 days. Employees electing COBRA coverage are responsible for 100% of the premium payments.

Utah Mini-COBRA³

- Employer Applicability. Utah's state continuation law covers all employers with fewer than 20 employees.
- Employee Applicability. Employees who are not eligible under the federal COBRA law are eligible for continuation under Utah's state continuation law.
- Notification Requirements. Employers must notify employees of their right to continuation within 30 days of termination. The notice must inform the employee of the group coverage available and the payment amounts required to continue coverage as well as the manner, place, and time in which payment can be made. Employees must notify the employer of their election to continue coverage and provide the first premium payment within 30 days of receiving notice.

³ Utah Mini-COBRA: UT Code 31A-22-722