**JOBKEEPER APPLICATION REQUIREMENTS**

Dear Clients

If you would like us to lodge your JOBKEEPER application with the ATO we will require the following from you EVERY MONTH or QUARTER you claim, alternatively you can lodge yourself via MyGov.

Requirements:

1. Turnover for the month in 2019 that you claimed the reduction of 30% or more in income compared to the same month in 2020. (most likely March, April or March quarter) either via Cash or Accruals method
2. We then require your Turnover for April 2020 using the same Cash or accruals method that was used to prove the 30% decline AND the projected Turnover for MAY 2020 (this is purely your best estimate)
3. Confirmation you have all the Eligible Employee Notification forms in your possession signed by the eligible employees AND if you are claiming the Jobkeeper payment as an Eligible Business Participant then make sure your nomination form is also filled out ( either director of a company or beneficiary of a trust that works in the business that doesn't get paid a wage)
4. Confirmation you have informed ALL your eligible employees that you have enrolled them for Jobkeeper and that you are enrolled to receive JOBKEEPER payments.
5. Turnover April 2020  $ …………… Projected Turnover May 2020 $ ……………
6. Confirming by circling you have all eligible employee nomination forms signed and in your possession. Yes / No
7. Advise number of Eligible Employees 1st Jobkeeper Fortnight …………………

(30/03/2020- 12/04/2020)

1. Advise number of Eligible Employees 2nd Jobkeeper Fortnight ………………….

(13/04/2020 – 26/04/2020)

1. If you are claiming the Eligible Business Participant payment then your Tax File

Number …………………..…. and your DOB …………………..

1. Confirmation of which month or quarter you reduced your income in 2020 by 30% or more and the actual turnover you claimed:

Turnover Month /Quarter 2019………………….. and Turnover $ .....................

1. Corresponding Turnover Month/Quarter 2020 …………..and Turnover$ ............
2. Your Signature Verifying the above information is True and Correct for the Month or Quarter of …………………      (this claim will be for April 2020)

Signature: ……………………………………………………………………..

Name: ……………………………………………………………………..

Business Entity: ………………………………………………………………

**Please read the following which sets out the ATO JOBKEEPER requirements you need to adhere to, to claim the JOBKEEPER payment…**

**JobKeeper | Identify eligible employees**

1. ***To complete this form:***

You will need name, tax file number (TFN) and date of birth details for additional employees and business participant

If you are a business with more than 200 employees using STP enabled payroll software, eligible employees must be identified and lodged via your software or File transfer.

If you are a business with more than 40 employees that doesn't have STP enabled payroll software, eligible employees must be identified and lodged via File transfer

GST turnover for this month and projected for next month

2. ***Confirm the eligibility requirements are being met for:***

Employers

Employees

Sole traders and other entities

Business participant

Employers and eligible employees must complete a JobKeeper employee nomination

notice

Business participants must complete a JobKeeper nomination notice for eligible business

participants – excluding sole traders

3. ***Registered agents nominated to act on behalf of the business***

If you proceed you are declaring that you have been engaged to act on behalf of this entity for the purposes of the JobKeeper program

**Employer eligibility criteria**

* On 1 March 2020, you carried on a business in Australia or were a not-for-profit organisation that pursued your objectives principally in Australia.
* You have faced a 30% fall in GST turnover for an aggregated turnover of $1 billion or less, 50% fall in GST turnover for an aggregated turnover of more than $1 billion; 15% fall in GST turnover for ACNC-registered charities other than universities and schools
* your business is not in one of the ineligible categories.
* you employed at least one eligible employee on 1 March 2020 (excludes sole traders without employees)
* your eligible employees are currently employed by your business for the fortnights you claim for (including those who are stood down or re-hired)

**Employee eligibility criteria**

* 05/05/2020 JobKeeper | Identify eligible employees | Australian Taxation Office Online Services

<https://onlineservices.ato.gov.au/OnlineServices/hydro.aspx?spa=JobKeeper#Identify>

* You can only claim the JobKeeper payment for eligible employees that were in your employment on 1 March 2020, and continue to be employed while you are claiming the JobKeeper payment.
* If you are claiming JobKeeper payments for eligible religious practitioners, add each eligible religious practitioner as an eligible employee for the purposes of claiming JobKeeper payments.

**An eligible employee is an individual who**:

* is currently employed by the eligible employer (including those stood down or re-hired)

***is either***

* employed on a fixed term or permanent basis (whether full-time or part-time) by you (or another entity in the wholly owned group) who were employees as at 1 March 2020
* casually employed by you (or another entity in your wholly owned group) on a regular and systematic basis for at least 12 months as at 1 March 2020 and not a permanent employee or fixed term employee of any other employer
* as at 1 March 2020, they are aged 16 years or over and either of the following on 1 March 2020:
* 'independent' within the meaning of the Social Security Act 1991
* not a 'full time student' within the meaning of the Social Security Act 1991
* The individual will only be an eligible employee if they are ‘independent’ OR not a ‘full time student’.
* as at 1 March 2020, they reside in Australia and are an Australian citizen or holder of a permanent visa; or a
* resident for income tax purposes and the holder of a special category (Subclass 444) visa. (more information about these requirements can be found on the Services Australia website under residence descriptions)
* the employee can also be an Australian tax resident who is a Special Category (Subclass 444) Visa Holder
* is not in receipt of any of these payments:
* government parental leave or dad and partner pay,
* a payment in accordance with Australian worker compensation law for an individual’s total incapacity for work,
* have not agreed with any other employer to be nominated as an eligible employee for the JobKeeper payment,
* has completed the JobKeeper employee nomination notice.