



Job Keeper enrolment information checklist

Please complete the following checklist to the best of your abilities.

A). Are you eligible?

1. As at 1 March 2020 did you operate a business in Australia?
2. Do you estimate that your business has had a 30% or more fall in turnover? ☐ Yes ☐ No
(Turnover is calculated on the amounts invoiced, regardless of whether it has been paid or not)
3. Did you have any employees or were you self employed at 1 March 2020? ☐ Yes ☐ No
4. Have you paid or do you intend to pay your eligible employees at least \$1500 per fortnight since 30 March 2020? ☐ Yes ☐ No
(payments can be caught up by 28 April and still be eligible) (payments do not need to be made if you are self-employed)
5. Have you registered your interest in the Job Keeper package with the ATO? ☐ Yes ☐ No

If you answered yes to all the above questions, please proceed.

B). Business Identity

1. What is the name of the business/individual that you are applying for?
2. What is the ABN of the business/individual that you are applying for?
3. What are the BSB and Account number for where you wish the payment to be made to?
Account Name
BSB Account number

C). Fall in turnover tests

Please provide information as to how the fall in turnover was calculated. It does not matter if you are not GST registered, or report your GST monthly/quarterly. This is an independent calculation and does not reflect on any BAS figures lodged.

If you do not meet the tests now, we can re-apply at a later date.

1. I compared 2019 Invoice totals to 2020 totals.
2. I am comparing projected Invoice totals for April 2020 to actual invoices in April 2019? Yes No
3. I will compare projected April-June 2020 quarter invoice totals to actual invoice totals for April-June 2019
4. Do none of the above scenarios fit? Yes No *(If you answer NO, go to question 4a)*
(If you are a new business and have no prior year information, we might need to apply for the Commissioners discretion regarding if you are eligible)
 - 4a. Did you answer NO to above question because your business circumstances were one or more of the below alternative tests.

Please provide your calculations of how you have calculated your fall in turnover.
Or emailthroughreports from your software confirming invoice totals.

F). Eligible Employees

1. Did you have employees at 1 March 2020? ☐ Yes ☐ No
(If self employed with no employees, please skip the rest of this section)
2. How many employees did you have at 1 March 2020? [Click here to enter text.](#)
3. Were all of these employees permanent full time or part time? ☐ Yes ☐ No
4. How many employees were casual? [Click here to enter text.](#)
5. If you had casual employees, had they been employed by you for longer than 12 months? ☐ Yes ☐ No
6. Were all of your employees over the age of 16 at 1 March 2020? ☐ Yes ☐ No*
7. Were all of your employees Australian Residents at 1 March 2020? ☐ Yes ☐ No*
8. Were any of your employees in receipt of government paid parental leave or Workcover compensation?
☐ Yes ☐ No
9. Have you confirmed that all of your eligible employees agree to be nominated by you? ☐ Yes ☐ No
(Please have all employees that are eligible complete this form and supply a copy to this office. [JobKeeper employee nomination notice](#))
10. Have any of your employees agreed to be paid Job Keeper allowance from any other employer?
☐ Yes ☐ No
11. Do you report your payroll via the STP system? ☐ Yes ☐ No

**these employees are not eligible for Job Keeper*

Employees who were stood down or on long term leave

Employees who have been stood down from work under the *Fair Work Act 2009* without pay may still be eligible employees as long as they were in your employment and met the eligibility criteria on 1 March 2020.

You will need to have paid them at least the minimum amount of \$1,500 for each fortnight you claim for, to receive the JobKeeper payment.

Employees who have been terminated

If you terminated an employee after 1 March 2020, you can re-engage them and they will be eligible if they met the eligibility criteria on 1 March 2020.

If you want to claim the JobKeeper payment for employees you have re-engaged, you will need to:

- confirm they want to be re-hired and participate in the JobKeeper scheme with you
- re-engage the employees you want to claim for
- ask them to complete the [JobKeeper employee nomination notice](#) and return it to you. You are required to keep this form as part of your records keeping obligations under the law
- start paying them a minimum of \$1,500 (before tax) for each fortnight they are employed and you claim for.

You will only be paid a JobKeeper payment for employees from the fortnight they were re-engaged. You cannot claim retrospectively for employees you re-engage.

G). Self Employed

You are considered to be self-employed if you operate as a Sole Trader, Partner in a Partnership, Shareholder/Director of a Company (either taking wages or dividends as payment) or a beneficiary of a trust.

1. Were you over the age of 16 at 1 March 2020? ☐ Yes ☐ No*
2. Were you an Australian Resident at 1 March 2020? ☐ Yes ☐ No*
3. Were you in receipt of government paid parental leave or Workcover compensation? Yes No
4. At 12 March 2020 have you lodged your 2019 Income Tax return showing assessable income from a business or lodged a BAS since 1 July 2019? ☐ Yes ☐ No
(More information will come available shortly if you do not satisfy this criteria)
5. Are you a permanent employee of another business? ☐ Yes ☐ No
(If you have permanent work with another employer, this will disqualify you from claiming JobKeeper)
Complete the [JobKeeper nomination notice for eligible business participants – excluding sole traders](#)

Timeline of events

20 April enrolment opens with ATO. Employee nomination forms are needed at this point.

4 May – 31 May application opens with the ATO – payments will begin once this has been submitted.

To continue eligibility, monthly turnover and turnover estimates for the coming months will need to be submitted to the ATO within 7 days of the end of the month to ensure payment continues.

Declaration

I declare that:

- All the information I have provided to TaxAssist Accountants for the preparation of the JobKeeper application is correct and can be verified by way of retained records
- All relevant information has been disclosed and this form and any additional documents relating to this matter are true and correct in every detail
- I authorise the agent to give this information to the Commissioner of Taxation via the Tax Agents Portal
- I am aware there are heavy penalties for providing false or misleading data in order to manipulate a better return.
- I accept that I will be charged by TaxAssist Accountants to enrol, apply and report all necessary information for the JobKeeper payment. TaxAssist Accountants standard terms of trade apply to all amounts payable.

Name:

Date:

Signature:

Call us today to make an appointment with your local office
Consultations available by telephone or video

1300 448 303

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