

Job Keeper 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? Yes No
2. Do you estimate that your business has had a 30% or more fall in turnover? Yes No
(Turnover is calculated on your GST turnover; Cash or Accrual)
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 30 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? (This is the employing entity)

2. What are the BSB and Account number for where you wish the payment to be made to?
BSB _____ Account number _____ Account Name _____

C). Fall in turnover tests

Please provide more information as to how you have calculated your fall in turnover. 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.

Note: the below Invoice/Sales totals refer to GST exclusive amounts (if registered for GST).

1. Have you compared your March 2019 Invoice/sales totals to March 2020 totals? Yes No
2. Or are you comparing projected Invoice/sales totals for April 2020 to actual invoices/sales in April 2019? Yes No
3. Or are you comparing projected April-June 2020 quarter invoice/sales totals to actual invoice/sales totals for April-June 2019? Yes No
4. Do none of the above scenarios fit? Yes No
(If you are a new business and have no prior year information, we will need to apply for the Commissioners discretion regarding if you are eligible)
5. Please provide your calculations of how you have calculated your fall in turnover. Or email through reports from your software confirming invoice totals. _____

D). 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? _____
3. Were all these employees permanent full time or part time? Yes No
4. How many employees were casual? _____
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. Note: any employee under 16 years old, non-residents or in receipt of workers compensation / parental payment will not be eligible.*

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.

E). Self Employed

Please indicate entity type (Sole Trader, Trust, Partnership, Company or beneficiary of a trust)

1. Are you intending to register as an eligible Business Participant for a Partnership, Trust or Company?
 Yes No
2. Were you as a Sole Trader or Relevant Individual actively engaged in the entity's business? Yes No
3. Were you over the age of 16 (or over 18 as beneficiary of a trust) at 1 March 2020? Yes No*
4. Were you an Australian Resident at 1 March 2020? Yes No*
5. Were you in receipt of government paid parental leave or Workcover compensation?
 Yes No*
6. 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)
7. 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)
8. Have you completed an Eligible Business Participant Nomination Notice (excluding Sole Traders) for the nominated individual? (can only nominate one individual)

**these employees are not eligible for Job Keeper. Note: any employee under 16 years old, non-residents or in receipt of workers compensation / parental payment will not be eligible.*

Timeline of events

From 20 April: enrol for JobKeeper Payment with the ATO. Employee nomination forms are required to be completed and signed by 30 April 2020. Please supply a copy of these forms to our office.

By 30 April: enrol and pay your employees a minimum of \$1,500 per fortnight to be able to claim JobKeeper payments for April.

4 May Onwards: identify your employees via your payroll software (by 30 April) or the ATO Business Portal from 4

May. Each Month: reconfirm eligibility (via [Monthly Business Declaration](#)).

If you need more time you have until the end of May to enrol and identify your employees.

Declaration

I declare that:

- All the information I have provided to STA Accountants for the preparation of the Job Keeper 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 a fee for STA Accountants to enrol, apply and report all necessary information for the JobKeeper payment. STA Accountants standard terms of trade apply to all amounts payable.

Name: _____

Date: _____

Signature: _____