

JOBKEEPER ENROLMENT INFORMATION CHECKLIST

Business Entity Name:

ABN:

Please answer the questions below.

ELIGIBILITY ASSESSMENT

QUESTION	YES	NO
On 1 March 2020 were you operating a business in Australia?		
Do you estimate that your business has had a 30% or more fall in turnover when compared to the corresponding month / quarter last year?		
Did you have any employees or were you self employed at 1 March 2020?		
Have you paid (or will pay with a payroll catch up payment prior to 30 April 2020) all eligible employees at least \$1,500 per fortnight since 30 March 2020?		
Have you registered your interest in the Job Keeper package with the ATO?		

ELIGIBILITY ASSESSMENT – SELF EMPLOYED / PARTNERSHIP / COMPANY / TRUST

Sole Traders and some other entities (such as partnerships, trusts or companies) may be entitled to the JobKeeper Payment scheme under the business participation entitlement.

QUESTION	YES	NO
On 1 March 2020 were you operating a business in Australia?		
Do you estimate that your business has had a 30% or more fall in turnover when compared to the corresponding month / quarter last year?		
As at 12 March 2020, did your business have an ABN?		
On or before 12 March 2020, had your business either lodged a 2019 Tax Return with business income or a BAS from 1 July 2019 showing it has made a sale?		

If you answered YES to all 4 questions above, then the further questions below apply to determine if you are an Eligible Business Participant:

QUESTION	YES	NO
As at 1 March 2020 and for the fortnight you are claiming, are you: <ul style="list-style-type: none"> • A Sole Trader • A Partner in a Partnership • An adult Beneficiary of a Trust • A Shareholder or Director in a Company 		
Were you over age 16 as at 1 March 2020?		
Were you an Australian resident as at 1 March 2020?		
Were you receiving Government parental leave pay, Dad and partner pay or Workcover compensation?		
Are you a permanent employee of another business?		

FALL IN TURNOVER TEST

This test is satisfied where your projected GST turnover for the turnover test period falls short of your current GST turnover for the relevant comparison period by 30%.

If you report your GST on a cash basis, the Turnover test can be passed can be either on a Cash Basis or an Accrual Basis. If you report your GST on an accruals basis, the Turnover must be on an Accrual Basis.

It does not matter if you are not GST registered or report your GST monthly or quarterly. This is an independent calculation and does not reflect on any BAS figures lodged.

For qualification from the start of the scheme, the periods can compare:

- March 2019 to March 2020
- April 2019 to April 2020 Forecast
- April – June 2019 to April – June 2020 Forecast

If you don't have a fall of 30% now, you can apply for JobKeeper at a later date, but you will only receive payments from that later date onwards – there are no back-payments.

If you are a new business and have no prior year information, we can apply for the Commissioner's Discretion for your eligibility. We are awaiting further information on how the Commissioner will apply discretion.

We will assist you to calculate your projected GST Turnover as part of the employer eligibility assessment, however, please comment below as to why you believe your turnover will reduce by 30% or more in one of the above mentioned periods.

COMMENTS:

ELIGIBLE EMPLOYEES

Please complete the attached JobKeeper – Employee spreadsheet with as much information as you know and return it to us with this form.

Employees who have been stood down from work without pay may still be eligible employees provided 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 if you are to receive the JobKeeper payment for them.

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. 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.

BANK ACCOUNT DETAILS FOR JOBKEEPER PAYMENTS

ACCOUNT NAME	
BANK	
BSB	
ACCOUNT NUMBER	

CLIENT CONFIRMATION

I confirm that:

1. All of the information in this form and otherwise provided to Yield Accounting Group for the registration and application for JobKeeper payments is true and correct and can be confirmed by records that we have kept.
2. Yield Accounting Group is authorised to lodge this information to enrol my business for JobKeeper, to apply for JobKeeper payments, and to lodge Monthly JobKeeper Declaration Reports with the ATO using the Tax Agent’s Portal on my behalf.
3. The ATO may issue large fines and penalties if any of the information provided to them is incorrect and may require the repayment back to the ATO of all JobKeeper amounts paid.
4. I accept that I will be charged a monthly fee for a 6 month period based on the schedule of fees detailed in the accompanying newsletter which will be modified to my circumstances.

Client Name: _____

Date: _____