

Good morning

JobKeeper payments will commence from 04/05/2020. JobKeeper payments are designed to keep individuals employed and connected to their employer during the pandemic crisis. The payment is said to continue until 30/09/2020, being a payment period of 6 months.

There is some work that needs to be done before 30/04/2020.

#### **A: Key Dates**

Employer registration with ATO starts 20/04/2020 (make sure you've registered for JobKeeper updates via ATO website. If not sure, we can do for you)

Eligible employee forms completed by 30/04/2020

Eligible employees to be paid at least \$1,500/FN from 20/03/2020 by 30/04/20

#### **B: Employer registration**

If we prepare your business BAS, we'll be working with you over next 2 weeks to document your eligibility and register your business for JobKeeper payments.

If we don't prepare your BAS and you would like some help with the eligibility/ registration process, please let me know and we can help.

#### **C: Employee registration**

We'll help you determine if your employees are eligible employees. Eligibility requires that employees:

- were employed as at 01/03/2020
- had 12 months regular service (basis of employment can be fulltime, part-time or casual)
- Are not a foreign worker or on a non-prescribed visa
- have not been nominated for JobKeeper by another employer (you will need to check with employee)

You will have had to pay the employees at least \$1,500 gross a fortnight.

- If your employees earned less than \$1,500 gross a fortnight from 20/03/2020, you must top up their pay before 30/04/2020 to \$1,500/fortnight gross to be eligible for the payment.
- This means that your employees may earn more than they would otherwise.
- You must make the extra payment in advance of the JobKeeper claim.
- If you have stood down an employee, they can be eligible for the JobKeeper payment so long as you pay them \$1,500 gross/ fortnight from 20/03/2020. This payment can be a back payment made by no later than 30/04/2020.

You will need to have employees complete and sign a *JobKeeper Employee Nomination Notice*. The Notice is attached FYI. You will need your employees to complete and sign and return to you (or us) **before 30/04/2020. This completed form is essential – no signed form no claim!**

Once registered you must advise eligible employees in writing that you have nominated them for JobKeeper payments. We'll work with you to setup this notification on payslips issued via MYOB/ Xero/ Quicken/ ADP.

## D: Ongoing requirements

Each month your business will need to report to ATO via a *JobKeeper Declaration Report* – through the single touch payroll (STP) reporting system.

1. Reconfirmation that eligible employees have not changed
2. Confirmation of GST turnover for:
  - a. The reporting month; and
  - b. Projected GST turnover for the following month.
3. Reporting does not affect turnover test eligibility (once your business qualifies, it remains qualified)

JobKeeper payments will be paid at the rate of \$1,500 per eligible employee per fortnight. The first payment will be after 04/05/2020 for month of April 2020 and then 14 days after month end.

The monthly reporting will provide the ATO with real time data for audit activity.

We're here to help you get your registration and claims right the first time.

If you have any queries please contact me direct at [SSeco@mstadvisors.com.au](mailto:SSeco@mstadvisors.com.au) or email Bisika of our office at [BRosandic@mstadvisors.com.au](mailto:BRosandic@mstadvisors.com.au).

Regards,

Stefanie

Stefanie Seco

**Director,**

**Tax & Business Advisor**

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*SMSF SSA, Registered tax agent,*

*Registered SMSF Auditor*

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