



WHAT'S INSIDE

JOBKEEPER ROLL OUT

After much deliberation and change the ATO on Sunday night (3rd of May) rolled out their Job Keeper portal so eligible businesses can now start to claim for their eligible employees.

We have divided this newsletter into **TWO** sections:

1. Clients who Carnegie will be looking after JobKeeper for.
2. Clients who will lodge their own JobKeeper.

Most Importantly - both categories have new steps that clients must action BEFORE the 7th of May to be eligible for the first Job Keeper payments on the 8th of May.

If you miss this deadline, the ATO have extended the lodgment deadline until 30th of May, however you will not receive the Job Keeper payments until the second round of payments on the 8th of June.

If you have received an invoice from us for management of Job Keeper, then you fall under category 1. Please note that us registering your interest (between 5 April to 19th of April) was not us looking after your Job Keeper. If you have **not** received an invoice, then you are either

1. Not lodging an application.
2. Lodging the application yourself, if so refer to **Section 2** of the newsletter.

If you have not received an invoice and would like to assess your eligibility please contact us as soon as possible.

Additionally the ATO have made changes to the Job Keeper rules which we have provided guidance on the main points below.

Job Keeper Amendments

Notification requirement

A central feature to the Job Keeper program is that if an employer elects to enroll in the program, then all eligible employees must be enrolled in the program, 'one in, all in'. The employer must ensure that all employees are provided with a notification that they have been enrolled in the Job Keeper program. This must be a written notice (email is fine), **this is in addition to the nomination notice** and must state the following:

1. State that the employee must give the employer the nomination notice.
2. Inform the employee that the employer will participate in the Job Keeper scheme.
3. Must include information about how the employee can send back a signed nomination form (i.e. email, post)
4. For employers who are already enrolled in the JobKeeper program you must provide this letter to employees by the 8th of May 2020.
5. Any other employers who haven't yet registered, if you do register the letter must be provided within 7 days of enrolling in the Job Keeper program.

We have provided an example of the Notice at the end of this newsletter.

Modified Decline in turnover test for employer & service entities

These rules are designed to allow Consolidated Group's to qualify for the turnover test, which the basic premise being that instead of the service/employer entity having to satisfy the decline in turnover tests, there are modified rules that apply.

Should you be in a consolidated group or a GST group, please contact us so we can review the eligibility of the group.

Children Requirements

Importantly these rules are prospective and apply from the 1st of May 2020 as this guidance is new and some now ineligible employees may have received a Job Keeper top up, if this is the case the ATO will still honour the payment for Fortnights 1 and 2.

The rules are placed on 16-17 year olds who are full time students and may otherwise qualify for the JobKeeper program.

The Amended Rules legislate that 16 or 17 year olds will only be eligible if they:

1. Satisfy the basic eligibility conditions.
2. Are not undertaking full time study on 1st of March.
3. Considered Independent which can be demonstrated by:
 - Supported themselves through work with long-term full or part time employment broadly to a two year period.
 - Are, or have been, married or are in a registered relationship.
 - Have lived in a de facto relationship as a member of a couple of at least 12 months.
 - Have, or have had, a dependent child.
 - Are a job seeker assessed as unable to work over 30 hours a week.
 - Are unable to live at home due to extreme circumstances.
 - Have parents that are unable to support them.
 - Are a refugee and their parents do not live in Australia.
 - Are an orphan that has not been legally adopted.
 - Are in state care, including foster care.

Section 1 - Job Keeper lodged by Carnegie

The steps below outline the process if we are looking after your Job Keeper application, we are looking after your application if you have received an invoice from us.

Even if we have discussed your application on the phone, please take the time to review the steps below as the process has changed via the ATO over the weekend.

1. Separate to this newsletter you will receive an email from us with a copy of the Employee Job Keeper Notification and a Monthly Declaration.
2. Send the employee Job Keeper Notification to your eligible employees and keep a record of who has responded and who has signed the declaration. We note that even if you don't have employees, there is a new form for eligible business participants that you will need to sign unless you are a sole trader.
3. We will send a pdf and docuSign copy of the monthly declaration from bookkeeping@carnegie.com.au, please complete the declaration by close of business of the 6th of May and either sign via docuSign or reply to the email from bookkeeping@carnegie.com.au to ensure you are on the first round of payments. Please do not send the replies to other email addresses, we have set up systems to ensure quick lodgment for all signed declarations via this address.
4. Ensure all your eligible employees that we are claiming for have received \$3,000 before tax for the period 30 March 2020 to 26 April 2020. You have until 8 May 2020 to ensure the top ups are made.

STP

If you are using an accounting system such as Xero, MYOB or Quickbooks, please ensure your STP is filed by the 6th of May 2020, this makes the process extremely easy.

Non STP

You will need provide in the reply email to bookkeeping@carnegie.com.au the following

- Tax File Number, Date of Birth of all eligible employees.
- If the employees are eligible for Fortnight 1, Fortnight 2 or both.

Fortnight 1 = 30th March to 12th of April

Fortnight 2 = 13th to 26th of April

Section 2 - Lodged by Client

Step 1 -

Log onto the Tax Agent or Business Portal.

Step 2 -

Access the COVID-19 JobKeeper section on the Portal.

Step 3 -

- Check the ATO identifies you as enrolled.
- Click on 'Identify' button.

Step 4 -

You will get a reminder about Employer and Employee eligibility, nomination notice, etc. before clicking 'Next'.

JobKeeper | Identify eligible employees

Before you start

1. To complete this form:
 - 1 You will need name, tax file number (TFN) and date of birth details for additional employees and business participants.
 - 2 If you are a business with more than 20 employees using STP enabled payroll software, eligible employees must be identified and lodged via your software or [this form](#).
 - 3 If you are a business with more than 20 employees that doesn't have STP enabled payroll software, eligible employees must be identified and lodged via [this form](#).
 - 4 GST number, for the month and provided for next month.
2. Confirm the eligibility requirements are being met for:
 - 1 Employees
 - 2 TFN's
 - 3 Tax status and other details
 - 4 Business participants
 - 5 Business participants that complete a [business participant declaration](#)
 - 6 Business participants that complete a [business participant form](#) for 2020-21
3. Required agent's declaration to act on behalf of the business
 - 3 If you proceed please declare that you have been engaged to act on behalf of the entity for the purposes of the JobKeeper program.

Employer eligibility criteria

Businesses and sole traders without employees will be eligible for the JobKeeper wage subsidy if all of the following apply:

- 1 on 1 March 2020, you carried on a business in Australia or were a not-for-profit organisation that provided your eligible primary or secondary business
- 2 your turnover is:
 - 1 \$1m or more in GST turnover for an approved turnover of \$1 million or less
 - 2 \$1m or more in GST turnover for an approved turnover of more than \$1 million
 - 3 \$1m or more in GST turnover for a not-for-profit organisation other than an unincorporated entity
- 3 your business is not in one of the [excluded industries](#)
- 4 you employed at least one eligible employee on 1 March 2020 (qualified sole traders with no employees)
- 5 your eligible employees are currently employed by your business for the fortnight you claim for (including those who are absent from work).

Employee eligibility criteria

You can only claim the JobKeeper payment for eligible employees that were in your employment on 1 March 2020, and continue to be employed with you on (during the JobKeeper payment).

An eligible employee is an individual who:

- 1 is currently employed by the eligible employer (including those absent from work)
- 2 is either:
 - 1 employed on a full-time or part-time basis (whether full-time or part-time) by you or another entity in the entity's control group who were employees as at 1 March 2020
 - 2 currently employed by you or another entity in your entity control group on a regular and continuous basis for at least 10 months as at 1 March 2020 and for additional employees or fixed term employees of any other employer
- 3 as at 1 March 2020, they are aged 18 years or over
- 4 as at 1 March 2020, they reside in Australia and are an Australian citizen or holder of a permanent visa, or a holder for income tax purposes and the holder of a special category (business visa only)
- 5 meet information about these requirements can be found on the Services Australia website under [employee declaration](#)
- 6 your employer can also be an Australian tax resident who is a special category (business visa only) holder
- 7 is not in receipt of any of these payments:
 - 1 government pension (less or nil) who paying any
 - 2 unemployment or workers' compensation or other compensation for an individual in total incapacity for work
 - 3 have not agreed with any other employer to be nominated as an eligible employee for the JobKeeper payment
 - 4 has completed the [JobKeeper self-declaration form](#)

If you are claiming JobKeeper payments for eligible eligible employees, all such eligible eligible employees as an eligible employee for the purposes of claiming JobKeeper payments.



Section 5 - Select the month you are applying for:

JobKeeper | Identify eligible employees

All fields marked with * are mandatory.

The JobKeeper wage subsidy scheme is scheduled to run from 30 March to 27 September 2020. Payments are made by the ATO to the employer in the following month.

Privacy: For important information about your privacy see our [Privacy notice](#).

The month you are applying for the JobKeeper wage subsidy *

✓ - Select an option -

- April 2020
- May 2020

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Section 6 - Input Business Participant Details if you are nominating one. You will need their TFN and Date of Birth

1. Business participant details

Eligibility criteria

An eligible business participant of the entity can be a sole trader, partner in the partnership, trust beneficiary, director or shareholder of the company, and needs to be actively engaged in the business of the entity. They must also meet all of the following:

- > as at 1 March 2020:
 - > they are aged 16 years or over (or 18 years or over if a beneficiary in the case of a trust) and;
 - > 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
- > they are an individual not employed by the entity
- > they are not an employee (other than a casual employee) of another entity
- > they are not currently receiving government parental leave or dad and partner pay
- > they are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of their total incapacity to work.
- > you have received a completed [eligible business participant nomination notice](#).

Do you want to identify a business participant? *

Yes

No

Do you want to identify a business participant? *

Yes

No

Business participant details

Excluded

You must not enter a business participant if:

- > the entity is a not-for-profit organisation, or
- > the relevant individual is in the eligible employee list, or employed by you

Tax file number (TFN) *

Date of birth *

dd/mm/yyyy



Confirm

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Section 7 - This is where you need to manually add eligible employees. If you have more than 40 employees, you will need to follow the ATO instructions and upload a CSV file as advised by the ATO.

The instructions below assume you have less than 40 employees;

- Click on the Add button for each employee you are adding.
- You will need each employee's;
 - TFN
 - Date of Birth

The ATO will check and match what you input with their details.

2. Number of Employees

Include **all employees who are eligible or have the potential to be eligible** for JobKeeper wage subsidy in coming months.

Do you want to add eligible employees? *

Yes No

Do you have more than 40 employees? *

Yes No

3. Employee details

Nominate all eligible employees

The employer must have paid an employee \$1,500 or more for the JobKeeper fortnight for the employee to be eligible.

The employee must meet [all other eligibility criteria](#).

Fortnight 1: 30 March - 12 April

Fortnight 2: 13 April - 26 April

Other employees

Add

Last name Given name TFN Date of birth JobKeeper status

Employee details

Taxfile number (TFN) *

Date of birth *

dd/mm/yyyy



Confirm

Cancel

Save

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Section 8 - You make the 'Business Monthly Declaration' by declaring your:

- Current - Reporting Month Turnover.
- Projected - Next Month Turnover.
- Checking the bank account details and EDIT if required.

Once completed press Submit.

Then repeat next month by the 7th of each month.

JobKeeper | Business monthly declaration

All fields marked with * are mandatory.

Month you are declaring

April 2020

Fortnight 1: 30 March - 12 April

Fortnight 2: 13 April - 26 April

Wage subsidy summary

Total wage subsidy being claimed in April
\$117,000.00

| JobKeeper period | Business participant claim | Employees claim | Wage subsidy |
|------------------------------------|----------------------------|-----------------|---------------------|
| Fortnight 1 (30 March - 12 April) | 0 | 39 | \$58,500.00 |
| Fortnight 2 (13 April - 26 April) | 0 | 39 | \$58,500.00 |
| Total wage subsidy payments | | | \$117,000.00 |

GST turnover

Each month, you must reconfirm the eligibility of your business and your reported eligible employees. You must also provide your current and projected GST turnover. This is not a retest of your eligibility, but rather an indication of how your business is performing. Visit [GST turnover test](#).

Current **April** GST turnover *

\$.00

Projected **May** GST turnover *

\$.00

Financial institution details

Account name

BSB

Account number

Edit

Evidence required

You will not be eligible for and may be required to repay JobKeeper wage subsidy payments if you do not keep records to substantiate all information provided in your application. Penalties may be imposed for giving a false or misleading statement.

Declaration

Example of Employee Job Keeper Notification

Dear (Employee Name),

As a result of the COVID-19 crisis, the Federal Government has legislated the Job Keeper program, which is a designed to keep people employed via a payment of \$1,500 per fortnight for eligible employees for a period of six months.

Our business is eligible for the Job Keeper program and as such we have enrolled with the ATO. You are an eligible employee and we are notifying you that it is our intention to nominate you for the Job Keeper program. Please note that there are specific requirements you must fulfil to be eligible which can be found here at **www.ato.gov.au/general/JobKeeper-Payment/Employees**

We are required to get our eligible employees to complete the Job Keeper Nomination Notice and return a signed copy to us for filing.

Please review the form closely and ensure you return a signed copy to us by close of business on 7th of May 2020.

You may return the form in person, by post or via email to (your email address). If you have already signed the form, please reply to this notification with confirmation you understand your position.