

Henry Mischel

From: Ajit Khokhar
Sent: Tuesday, 21 April 2020 8:33 PM
To: Ajit Khokhar
Subject: 2020 COVID-19 STIMULUS PACKAGE - JOBKEEPER APPLICATIONS NOW OPEN
Attachments: 2020 - COVID19 SME JOBKEEPER CLAIM PROCESS.pdf; JobKeeper Employee Nomination Notice.pdf

Dear Clients

The JobKeeper Applications are now officially open.

While there are many moving parts to these rules, we have tried to summarise the main details below. If you wish to read the changes in more detail please refer to the attached newsletter.

To fully confirm your eligibility, further work will need to be undertaken by our office before the 30 April deadline.

SUMMARY OF JOBKEEPER PAYMENT PACKAGE

- The JobKeeper payment is a \$1,500 per eligible employee, per fortnight payment that eligible businesses can receive monthly in arrears if they **keep paying eligible staff between 30 March and 27 September 2020**.
- Eligible businesses are able to receive this payment for **employees** that **were current at 1 March 2020 and 1 nominated business owner** per business.
- Eligible businesses that complete and lodge the required documentation stand to receive **a maximum of \$19,500 per individual** (payroll employees and business owner).
- It's not compulsory for employers to participate however if you decide to apply, you need to nominate all eligible employees, you can't pick and choose.
- Where **an eligible employee earns less than \$1,500 per fortnight**, you will need to ensure these employees are topped up to a minimum of \$1,500 per fortnight (before tax).
- If you have enrolled before the end of April, you will receive the payments for April in the first week of May.
- If you can't afford to pay wages while waiting for JobKeeper payments, for the first two fortnights (**30 March – 12 April and 13 April – 26 April**) the Tax office will accept the minimum \$1,500 payment for each fortnight has been paid even if it has been paid late, provided it is paid by the end of April 2020.
- If wage payments after 20 April 2020 are not made on time, then the business will not be eligible for the JobKeeper payment.

STEPS TO UNDERTAKE TO REGISTER FOR JOBKEEPER

In order to receive the maximum payment, **between now and the 7th of May 2020**, can you please send the following details to this office **no later than Tuesday 28th April 2020** to ensure we can prepare the required elections / submissions before 30 April 2020:

- 1) Check and ensure the business meets the eligibility requirements for the payment including the turnover test. A copy of the following reports will need to be provided for our records:
 - Sales / Income for March 2020 compared to March 2019 (or a copy of the Profit & Loss statement for the period stated)
 - Projected sales / income for April 2020 compared with sales / income for April 2019

- Projected sales / income for the quarter starting April 2020 with sales / income for the quarter starting April 2019.
- 2) Check to ensure that employees meet the eligibility requirements and notify them that you are intending to claim the JobKeeper payment on their behalf. Need to check that they aren't claiming the Jobseeker payment or JobKeeper payment through another employer or have nominated through another business.
- 3) Send the attached [JobKeeper employee nomination notice](#) to all your nominated employees that qualify to complete and return to you by the end of April. A copy of the elections will also need to be sent to this office;
- 4) If any eligible employees have been stood down or fired, you will need to re-hire or re-engage these employees if you wish to claim the JobKeeper payment for them from 30 March 2020.
- 5) Ensure the correct payroll amounts have been paid to each employee during the JobKeeper pay period (and reported) to the tax office via Single Touch Payroll (STP)
- 6) Provide this office the following details to enable us to lodge the claim form for the JobKeeper Payment scheme.
 - The month from which your business experienced the fall in turnover;
 - Expected number of eligible employees who have been or will be remunerated \$1,500 or more for fortnight One (30 March-12 April)
 - Expected number of eligible employees who have been or will be remunerated \$1,500 or more for fortnight Two (13-26 April)
 - Confirmation whether business is claiming an Eligible Business Participant (refer below)
 - Contact and Bank details where payments are going to be made to.

KEY DATES / WHAT TO DO:

- 1) From now until the 30th of April, we will be contacting all clients who we registered for the JobKeeper program to ensure the above information is provided to this office;
- 2) If you are undertaking the registration process yourself, please ensure you read the attached newsletter and meet all deadlines and registration requirements noted;
- 3) Pay eligible employees the minimum \$1,500 per fortnight (even if this is paid as a separate pay run at the end of April 2020);
- 4) Ensure eligible payroll employees meet the above requirements and that they complete the attached "JobKeeper Employee Nomination Notice" and are return to you before 30 April 2020
- 5) Forward all information requested above including the completed "JobKeeper Employee Nomination Notices" to our office to ensure we can notify and enrol the business for the payment with the Tax Office

The above is obviously a lot to take in, however the Mischel & Co Group Staff are here to help you through the claims process.

Please do not hesitate to contact this office if you have any questions or need further assistance with the application process.

Kind Regards,
Ajit Khokhar

Accountant- Client Services

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