



April 24, 2020

JOBKEEPER APPLICATION / QUESTIONNAIRE & CONFIRMATION

Further to the federal government passing the JobKeeper legislation and or discussions regarding your eligibility we require you to complete the following application information sheet so that we can proceed to register your business for payments.

We have attached to this letter the guidelines regarding eligibility, it is important that you fully understand the criteria as you need to certify the information below. Should you have any outstanding questions please contact your accountant at Simon Jones & Co for clarification.

1. Entity Name: _____

2. Turnover Test

In order to meet the 30% turnover drop test can you please advise your turnover for the following periods:

(a) Total Turnover for month March 2020 \$ _____ .00

(b) Total Turnover for the month of March 2019 \$ _____ .00

OR

(c) Total Expected turnover for April 2020 \$ _____ .00

(d) Total Turnover for April 2019 \$ _____ .00

OR

(e) Total Expected turnover for June 2020 Quarter \$ _____ .00

(f) Total Turnover for June 2019 Quarter \$ _____ .00

If the above turnover doesn't fall by 30% please provide detail below as to why you think you meet the turnover test:

2. Employees Eligibility

You are an eligible employee if you:

- are currently employed by the eligible employer (including if you were stood down or re-hired).
- were for the eligible employer (or another entity in their wholly owned group), either a
 - permanent full-time or part-time employee at 1 March 2020
 - long-term casual employee (employed on a regular and systematic basis for at least 12 months) as at 1 March 2020 and not a permanent employee of any other employer.
- were aged 16 years or older at 1 March 2020.
- were either
 - an Australian resident (within the meaning of the *Social Security Act 1991*)
 - an Australian resident for the purpose of the *Income Tax Assessment Act 1936* and the holder of a Subclass 444 (Special Category) visa as at 1 March 2020.
- were not in receipt of any of these payments during the JobKeeper fortnight
 - government parental leave or Dad and partner pay under the *Paid Parental Leave Act 2010*
 - a payment in accordance with Australian worker compensation law for an individual's total incapacity for work.

For each eligible employee please have them complete the JobKeeper Employee Nomination Form.

3. Business Owners NOT receiving a wage

A self employed person/family trading as a sole trade, partnership or a trust are also eligible if they meet the turnover test, however only one member of the family is eligible.

Therefore can you please confirm who you would like to be the nominated recipient of the Jobkeeper payment (in the case of a sole trader it must be the individual).

FULL NAME	DOB	Tax File Number

4. Payment Details

Could you please provide your business bank details where you would like the wage subsidy payments to be deposited:

Financial Institution:

BSB:

Account Number:

5. Declaration

I _____, confirm that the information detailed above is true and correct to the best of my knowledge and will advise Simon Jones & Co as soon as I become aware of any change in circumstances. I also agree to notify Simon Jones & Co when my turnover has or is expected to not be more than 30% down on last financial year.

_____Signature