

# JOBKEEPER PAYMENT

## TIPS FOR TAX AGENTS ON THE JOBKEEPER PAYMENT

As enrolments for the JobKeeper Payment begin from Monday 20 April 2020, CPA Australia suggests that tax agents consider undertaking the following actions to assist clients:

1. Ascertain clients' eligibility for the JobKeeper payment as an employer and/or as a sole trader or other entity (the business participation entitlement). This includes calculating the clients' actual or projected decline in turnover for the month of March, the month of April or the quarter starting 1 April. Consider using [GSTR2001/7 Meaning of GST turnover, including the effect of section 188-25 on projected GST turnover](#) for guidance. Note that this is not simply the sales reported on the BAS.
2. Ask your client to identify all eligible employees on their payroll as at 1 March 2020. Estimate the full costs of paying all eligible employees at least \$1500 a fortnight as part of deciding whether to participate in the JobKeeper scheme, noting that the JobKeeper payment is a reimbursement from the ATO to an employer in arrears and cannot be paid in advance in any circumstances. Businesses may face cash flow difficulties if they opt into the scheme, especially if they employ staff earning less than \$1500 a fortnight and/or have stood down staff without pay. They may incur large increases in outgoings before they receive their reimbursement from the ATO.
3. If the decision to participate in JobKeeper is made, then advise the employer to notify each eligible employee that it is intending to nominate them as eligible employees under the JobKeeper scheme.
4. Employees must complete the JobKeeper employee nomination notice and return it to the employer for their records by the end of April to claim JobKeeper payments for April. Eligible employees must agree to being nominated. Tax agents will require this information if undertaking the JobKeeper application process on behalf of clients. These completed notices must be kept as records for at least five years to ensure compliance with the JobKeeper rules.
5. Ensure eligible employees are paid at least \$1500 a fortnight in line with existing pay cycles through existing payroll solutions. Ensure that superannuation, payroll taxes and other costs are paid according to the clients' obligations but note that employers are not obliged to pay superannuation guarantee on any 'top-up' to \$1500 above the employee's normal pay.
6. From Monday 20 April, enrol your clients for JobKeeper payments through Online services for agents. An online form to access the business participation entitlement will be made available from 20 April. Enrolment must be completed by the end of April to receive JobKeeper payments for April. This requires the business to estimate the number of employees it intends to claim JobKeeper for.

7. From Monday 4 May, apply to claim JobKeeper and confirm the eligible employees via Online services for agents using either employee data pre-filled from STP reports or otherwise entered manually.

Keep up to date on the JobKeeper payment at the [ATO website](#) and with Treasury's [factsheets](#).

*Listen to CPA Australia's [podcast](#) on JobKeeper which covers a discussion of the policy's intent, the scope of the package, the latest on ATO implementation and some of the issues being raised by members.*

*Current as at 16 April 2020*