

MGAA GUIDANCE SHEET

NSW SMALL AND MEDIUM BUSINESS SUPPORT PAYMENTS (JOB-SAVER PAYMENT)	
Period Covered	Weekly starting 18 th July 2021 till lockdown restrictions are eased or when Commonwealth hotspot declaration is removed.
Application period	Applications open on 26 th July 2021 and can be lodged till 11.59pm on 18 th October 2021 (subject to extension of lockdown)
Eligible businesses	Eligible NSW Businesses including non-employing businesses (e.g. sole traders or companies and trusts without employees) and not-for-profit organisations. Non business entities such as investment companies and investment trusts would not be eligible.
Available Grant	A fortnightly payment will be made, being 40% of your NSW payroll payments with a minimum payment of \$1,500 per week and a maximum payment of \$10,000 per week. Non-employing entities, such as sole traders, are also eligible but will receive a weekly payment of \$1,000.
NSW Weekly Payroll Amount	The amount of grant is calculated per below; <ol style="list-style-type: none"> Take your reported Gross Wage <ol style="list-style-type: none"> If you declare wages in your BAS, your W1 Figure (being your gross pay) reported in your most recent FY 2021 BAS lodged before 26th June 2021. For most it would be your Jan to March 2021 BAS. If you are a large payer and do not report wages in your BAS then it will be your 2019-20 NSW payroll tax reconciliation return If you do not lodge monthly or quarterly BAS, you will need to contact Service NSW. We would assume this would be your IAS or STP reports. Reduce from the above any Non NSW wages and any contractor payments reported at W1. Divide the figure with the period of reporting (e.g. 91 days for a quarter or 31 days for a month) and times it by 7. This admittedly would not represent the correct calculation, but that's how it seems to have been laid out Times this figure with 40%. This would be your JobSaver weekly payment.
How often is Jobsaver paid	JobSaver payments are expected to be paid on Fortnightly basis. Once registered, you do not need to re-register. You will continue to receive fortnightly payments till either the Payment closes or you inform Service NSW that you are no longer eligible. Late lodgers will get all payments back dated effective from 18 th July 2021



How can I use JobSaver payments	<p>Jobsaver payments are expected to be used for business costs incurred from 18th July 2021 (with no closing date specified as yet). These costs may include</p> <ul style="list-style-type: none">• Salaries and wages• Utilities and rent• Financial, legal or other advice• Marketing and communication• Perishable goods• Other business costs. <p>Businesses are required to maintain records for up to 5 years to substantiate how these payments were utilized. Unused payments can be recalled in a subsequent audit.</p>
Eligible Criteria <ul style="list-style-type: none">• Have had an ABN since 1 June 2021 and are physically operating in NSW. Only one grant is available for a single ABN. Multiple businesses under single ABN are only eligible for one grant;• Demonstrate that your business was operating in NSW as at 1 June 2021 and have been impacted by the Public Health Order (lockdown);• Have an aggregated annual turnover of more than \$75,000 and no more than \$50 million for the year ended 30th June 2020. It is understood that turnover of connected entities will be added together to test this turnover;• Have business costs for which there is no other government support available;• Have been able to demonstrate a decline in turnover across a minimum two-week period from 26th June 2021 to 30th July 2021, compared to the same period in 2019 (it is understood it has to be the same dates).• For businesses with employees - maintain your employee headcount as at 13th July 2021 for the period of JobSaver Payment. You do not lose eligibility if you lose a staff for no act of your own (e.g. in case of resignation or retirement of staff).• For non-employing businesses, such as sole traders or trusts without employees, show that the business is the primary source of income for an associated person. If you have more than one non-employing business, you can claim only claim payment for one business.	
How to prepare for your application <ol style="list-style-type: none">1. Register with Service NSW for your MyServiceNSW Account. If you do not have an account, click here. Use this process to link your Driver's License and Medicare card to your account. This will be handy while making your application.2. Link your business to your MyServiceNSW Account.3. Apply for Jobsaver Payments here. <p>You will be asked to check if your name as it appears on two ID documents (e.g. Driver's License and Medicare Card) matches with ABR records of your business. Contact us if you'd like us to update and confirm your ABR records.</p>	



In preparation for your Jobsaver Payment application, keep the following documents and information ready;

- Council rates or Lease in name of the business to prove your business is located in NSW. Refer [Service NSW Jobsaver Page](#) for alternative documents.
- Copy of your 2020 business tax return to prove your turnover.
- Copy of most recent BAS return lodged prior to 26th June 2021 (relevant to FY 2021)
- Employee headcount as at 13th July 2021 (only numbers required, no documentary evidence required at time of application)
- Evidence of Weekly Payroll as per above workings
- Detail of your accountants (if Service NSW wishes to cross check any information)
- If you are not in the list of Highly Impacted Industries (refer [Attachment A of link here](#) then a letter from your accountant confirming drop in turnover). If you already have a letter for 2021 NSW Business Grant application, you can use the same letter.
- If you are on the list above, while you do not need an accountant's letter, keep details of your decline in turnover ready (turnover of minimum two weeks in period specified above, and corresponding period in 2019). This will be required as part of application process.
- Lastly, your business bank account details for payments to come in.

If you are unable to complete the application, you are likely to receive a link in an email allowing you to continue your application from where you left!

Some Frequently Asked Questions :

What if my turnover is less than \$75,000?

You may be eligible for Micro Business Grants. See Micro business grant details [here](#). For further guidance, refer to MGAA Guidance Sheet here. <http://www.mgarthur.com.au/resources/checklists>

Will these payments be taxable?

The Federal Government has indicated that these payments **will not** be taxable. Legislation is now being enacted to enable this.

What is the criteria of maintaining staffing level as at 13th July 2021?

Maintaining staffing level requires your business to continue to maintain your casual staff hired for more than 12 months and permanent (part time and full time) staff as at 13th July 2021. This does not mean you need to pay wages. As long as they are not terminated, your business is said to maintain staffing levels, even if they are stood down or on unpaid leave. Any resignation, stood downs, retirement, or loss of staff outside of control of the business will not impact this condition.

If at any time you do not maintain your staffing level of 13th July 2021, you will lose your eligibility from that point onwards and are required to advise Service NSW immediately.

Can my business claim JobSaver even if I or my employees are receiving Commonwealth Covid-19 Disaster Payment (Commonly known as \$600 per week payment from Centrelink)?

Based on the reading of the rules, it does not appear that a business will lose the grant if its employees are stood down and they apply for the above Disaster Payment.



The rules though clearly state that for non-employing businesses, if the associated person has received the above Disaster Payment for any period since 18th July 2021, such business will not qualify for JobSaver Payment.

Who will administer the grant?

Grant application and payments will be administered by Service NSW. Further information and link for the application can be found on Service NSW Covid-19 business support homepage [here](#).

Where can you find more information?

Details of the Jobsaver Payment and its Guidelines and Terms and Conditions can be found [here](#).

What is the method of accounting I can use, Cash or Accrual?

Service NSW has now confirmed that the method used for calculating your Decline in Turnover has to be same as your GST reporting registration. Thus if you lodge your BAS on Cash basis, you can only use cash method of accounting for assessing your decline in turnover. We understand a number of businesses would be impacted by the lockdown but might not be eligible because they are still collecting payments for prior invoices. We have raised this concern with our accounting associations for further liaison.

What if I did not have a business in 2019 or my circumstances have changed.

Guidance has now been released for such circumstances for Business Grant applications, and can be accessed on Service NSW website [here](#). We are continuously providing updates through our [MGAA NSW Covid-19 Business Support Updates Guidance Sheet](#).

We expect similar guidance to be released for Jobsaver Payments as well. For now, the only guidance available from Service NSW is to talk to them.

Do I need to pay wages during lockdown to be able to get Jobsaver Payments?

No. Your Jobsaver payments are calculated based on wages reported on your last lodged BAS prior to 26 June 2021. Hence even if you are not paying any wages during lockdown, your business should be eligible for Jobsaver provided other conditions are met.

Can my accountant lodge application on my behalf?

While the preferred process of application is via the business director / owner, it appears an authorised representative could also be allowed to lodge an application on behalf of a business.