

# Synod of South Australia JobKeeper Declaration form



The Uniting Church in Australia  
Synod of South Australia

Please complete, sign and return to [payroll@sa.uca.org.au](mailto:payroll@sa.uca.org.au) by 9am Monday 4th May 2020 to ensure eligibility and payment for April 2020 within the May payroll.

Congregation name (as per ACNC registration)	
Congregation ABN	
Congregational Bookkeeping unit Client	Yes / No (cross out as appropriate)
Reduction in turnover of greater than 15% Confirm method used Calculations need to be attached	Method used (cross out those not used); *March 2020 compared to March 2019 using actual income; or *April 2020 compared to April 2019 using reliable forecast income; or *April to June 2020 compared to April to June 2019 using reliable forecast income
Eligible employees	Listing of eligible employees as detailed on page 2 of this declaration
Employee nomination forms	Will be provided to <a href="mailto:payroll@sa.uca.org.au">payroll@sa.uca.org.au</a> by 9am Monday 4th May 2020.
Non CBU clients only	Registration completed with the ATO via the ATO business portal (note this is not the registration of interest but a separate process).
Top up payroll for April 2020	We require a top up payroll / do not require a top up payroll to be made for employees for April 2020 and have the funds to meet this payment (cross out as required)
Access to Loan from the Uniting Church Loan Fund (UCLF)	We would like to access a loan from the UCLF of \$5,000 per employee to fund the JobKeeper upfront payments be repaid by 31 October 2020 Yes / No (cross out as required)  Number of employees .....

Declaration;

I ..... (name of congregation Treasurer) confirm that  
..... (name of Congregation) are eligible / not eligible for the JobKeeper payment from 30 March 2020 and the information in the above table is correct. All required information has been attached to this form and returned to [payroll@sa.uca.org.au](mailto:payroll@sa.uca.org.au).

Where we require a top up payment for employees, we authorise the Synod Pay Bureau to process the payments and debit the required amounts from our bank account as per our MOU.

Signed .....

**Listing of eligible employees;**

<b>Name of employee</b>	<b>Employee Payroll Number</b>	<b>Employee contact phone number</b>