



JobKeeper religious practitioner nomination notice

When to use the form

Religious institution

If you have enrolled or intend to enrol to receive JobKeeper payments, complete **Section A** and provide this form to your eligible religious practitioners (refer to criteria below).

This form will be used to:

- notify eligible religious practitioners that you intend to participate in the JobKeeper scheme
- ask eligible religious practitioners if they agree to be nominated by you so that you can receive JobKeeper payments for them
- notify the total number of hours that the religious practitioner spent pursuing their vocation as a religious practitioner with your institution was at least 80 hours during the reference period.

You do not need to send this form to us. You will, however, need to keep the completed version of this form (generally for five years) to document that the religious practitioner has agreed to be nominated by you to receive JobKeeper payments for them.

! Religious institutions must ensure they comply with any relevant *Privacy Act 1988* (Cth) obligations when using this form.

Religious practitioners

Complete **Section B, C, D** (if applicable), **E** and **F** of this form and return this form to your religious institution as soon as possible. Do not use this form if you are an employee.

Important:

- If you have not returned this form to your religious institution, they **cannot** include you as an eligible religious practitioner to receive JobKeeper payments for you.
- If your religious institution intends to enrol to participate in the JobKeeper scheme, return this form to your religious institution **as soon as possible** to ensure that your religious institution is eligible to receive JobKeeper payments in relation to you.

- Only one eligible religious institution, employer or business can receive the JobKeeper payment for you. If you are employed by another employer (either full-time or part-time but other than as a casual) and also an eligible religious practitioner, you cannot receive JobKeeper payments through a registered religious institution, but you may be an eligible employee for that employer to receive JobKeeper payments for you. If you are a long-term casual employee and also an eligible religious practitioner or an eligible religious practitioner for multiple religious institutions, you can choose either the employer or a religious institution to receive the JobKeeper payments for you.
- If you have already agreed for another religious institution, employer or eligible business to receive JobKeeper payments for you, you cannot nominate this religious institution.
- From 28 September, the JobKeeper payment rate assigned to your nomination as an eligible religious practitioner will depend on whether you spent at least 80 hours during the reference period actively pursuing your vocation as a religious practitioner with your institution.

Taxation law authorises us to collect information and to disclose it to other government agencies. For information about your privacy, go to ato.gov.au/privacy

What is the JobKeeper payment?

Under the JobKeeper payment, registered religious institutions impacted by the coronavirus (COVID-19) are able to access a subsidy from the government to continue paying their religious practitioners. Affected religious institutions are able to claim a fortnightly payment per eligible religious practitioner or per eligible employee from 30 March 2020 until 28 March 2021.

> Find out more:
ato.gov.au/jobkeeper

Section A: Religious institution to complete

Employer details

1 Religious institution name

2 Australian business number (ABN)

Section B: Religious practitioner to complete

Religious practitioner details

1 Full name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

2 Date of birth**3 Address**

Street address

Suburb/town/locality

State/territory

Postcode

4 Phone**5 Email**

Section C: Hours in pursuit of vocation

Did you spend at least 80 hours actively pursuing your vocation as a religious practitioner with your institution during your reference period?

Yes No

Section D: Additional requirements for 16 or 17 year olds**On 1 March 2020 were you either:**1 'independent' within the meaning of the *Social Security Act 1991***OR**2 not a 'full time student' within the meaning of the *Social Security Act 1991*?**Yes No**

If you answered YES, you satisfy this part of the eligibility requirements. You also need to satisfy additional eligibility requirements outlined in Section E below.

If you answered NO, you are not eligible for JobKeeper payments. Go to Section E and select '*No, I do not agree to be nominated by the religious institution outlined in Section A for the purpose of the JobKeeper scheme*' and return this form to your religious institution.

You are 'independent' (and will satisfy this part of the eligibility requirements) if you meet the definition in the *Social Security Act 1991*. Generally this will be the case if you:

- have supported yourself through work with long term full or part-time employment broadly for a two year period
- are, or have been, married or are in a registered relationship
- live in a de facto relationship as a member of a couple for at least 12 months
- have, or have had, a dependent child
- are a job seeker assessed as unable to work over 30 hours a week
- are unable to live at home due to extreme circumstances
- have parents that are unable to support you
- are a refugee and your parents do not live in Australia
- are an orphan and have not been legally adopted
- are in state care, including foster care.

Further guidance can be found on the Services Australia website: servicesaustralia.gov.au/individuals

You are a 'full time student' (and **not** eligible for JobKeeper, unless you are also 'independent') if you were studying full time as defined in the *Social Security Act 1991*. Full-time study is defined in broad terms to mean enrolled in and undertaking study in a course of study at an educational institution of at least 75 per cent of the normal full-time study requirements.

Further guidance can be found on the Services Australia website: servicesaustralia.gov.au/individuals

Section E: Nomination

Religious practitioner eligibility requirements

To be an eligible religious practitioner you need to meet these requirements:

- At 1 March 2020, and for the fortnight, you were a minister of religion or a full-time member of a religious order and pursued your vocation as a religious practitioner (but not as an employee) and as a member of the registered religious institution outlined in Section A.
- You are not currently employed by another entity (other than as a casual).
- At 1 March 2020 you were either:
 - residing in Australia and an Australian citizen or permanent resident or
 - an Australian resident for income tax purposes and a Subclass 444 (Special Category) visa holder.
- You have not given a notice to any other entity or to the Commissioner to be nominated as an eligible religious practitioner, an employee or an eligible business participant.
- You are not currently receiving parental leave pay or dad and partner pay.
- You are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of your total incapacity to work.
- As at 1 March 2020 you were either aged:
 - 18 years or over or
 - 16 or 17 years and answered 'Yes' at Section D.

Yes, I agree to be nominated by the religious institution outlined in Section A for the purpose of the JobKeeper scheme.

In making this nomination I:

- (i) agree that I meet the eligibility requirements listed above, and
- (ii) confirm that I have not agreed to be nominated by any other employer, business or religious institution and have not given another entity, or the Commissioner, a nomination form for the purposes of this scheme.

OR

No, I do not agree to be nominated by the religious institution outlined in Section A for the purposes of the JobKeeper scheme.

Section F: Declaration

I declare that the information I have provided is true and correct.

Signature (electronic/email is OK)

Date
DD/MM/YYYY

 There are penalties for deliberately making a false or misleading statement.