

## JobKeeper payments enrolment

As support for your business SMB Accounting Pty Ltd is offering a fast and easy way to engage us to prepare your JobKeeper Application and monthly reporting

By completing this form you will be giving SMB Accounting Pty Ltd authority to act on your behalf with the ATO, however we will discuss this further in order to simplify the process

If you are using online cloud accounting software, we will require access, if we haven't been added as a user. If you require assistance, we can send you through instructions as easy to use step by step guides.

We are familiar with all software being Xero, QuickBooks, Reckon, MYOB, Wave or Sassu. If you use any other software we can accommodate.

### Process

Our process for you that we will have in place:

1. Simply complete and return the details below – once received we will contact you to discuss
2. Our workflow will be updated with your submission
3. A confirmation email will be sent to confirm we are now working on your submission
4. We will calculate your options
5. Your JobKeeper reporting will be email for you to check
6. E-sign and return for lodgement
7. Will be lodged with the ATO
8. The ATO will deposit your payment into your Bank

### Details we require – (if not enough room please detail in email)

Business Structure (eg Company, Sole Trader)	<hr/>	
ABN	<hr/>	
Contact Name	<hr/>	
Email	<hr/>	
Phone Number	<hr/>	
Accounting Software	<hr/>	
Bank accounts Reconciled	<hr/>	<hr/>
Do you have any other Transactions to be Added	<hr/>	<hr/>
Any other Information we may need	<hr/>	

**Please complete and we will contact you to complete**

**SMB Accounting Pty Ltd**

**stephen@smbaccounting.com.au**