

Small Business Coaching sign-up checklist

Instructions: All clients must complete section 1 and 4. Only complete section 2 and 3 if you are switching to the SEA allowance. This form will ensure you have the information ready to complete the sign-up. **Ensure you have your Mygov login and password ready for sign up.**

1	Centrelink Payment:	JobSeeker payment ☐	Parenting Payment Single ☐	Other ☐	None ☐
	Name:				
	Business Name:				
Complete section 2 and 3 if you are switching to SEA allowance (you must if receiving JobSeeker payment) Leave BLANK if you would like to remain on Centrelink payment					
2	Tax File Number:				
3	Bank details (personal account for SEA payments)				
	BSB:				
	A/C Number:				
	A/C Name:				

4	REQUIRED DOCUMENTARY EVIDENCE		Applicable		Copy Given
		Notes	N/A	Yes	
	Business Name Registration				
	Partnership Agreement				
	Licences and Permits*				
	Qualifications/Certificates				
	Association Membership				
	Police Clearance/WWCC				
	Eligibility for Rent Assistance	If not paid through Family Tax Benefit			
ABN:					
Insurance reporting requirements for small business coaching					
For SEA you have different reporting requirements depending on how your insurance is set up:					
1. If your insurance is through Bizcover (use promo code SEA02) or you have ABS Institute of Management listed as an interested party on the Certificate of Currency you do not need to report on insurance OR					
2. If you go through another provider you will need to report quarterly : Options below depending on how you have paid:					
A. Paid in full - Submit updated certificate of currency or email from broker confirming insurance is still current					
B. Paid monthly - You can submit updated certificate of currency or screenshot of bank statement					
	Types of Insurance		Applicable		Copy Given
		Notes	N/A	Yes	
	- Public Liability (required)	Monthly ☐ Paid in full ☐		☒	
	- Professional Indemnity				
	- Product Liability				

*Note: Please include council approval for home based business (not required for home office).

Sign up process:

On the final 2 days of the course when you have completed your business plan, financials and submitted the required documents you will be ready to sign up for coaching start date.

Step 1. When instructed log into Mygov then click into jobsearch (if it's not there you can link it as a service) and complete the application. It will be listed as a task on the dashboard, or follow the link you receive via email

Step 2. ABS will approve the application and you will receive another email to view and accept the SEA agreement again through mygov jobsearch. Once accepted you are done!