

FOR EMPLOYERS

Obtain a signed "JobKeeper Employee Nomination Notice" from your Employees

You cannot claim the payment until you have this.

Ensure you have paid your employees no less than \$750 pw for the fortnight from which you are eligible to start claiming

The JobKeeper scheme runs for 6 months and is broken up into 13 fortnights

The first fortnight starts on 30th March 2020
The last fortnight ends on 27th September 2020

You must meet the decline in turnover test before you can claim for a fortnight.
Once you have met the test you do not need to re-test for future fortnights.

ENROL FOR THE JOBKEEPER PAYMENT

From 20th April you need to enrol your business with the ATO for the JobKeeper Scheme.

This is done on the Business Portal using your MyGov ID. A separate email is being sent to walk you through this process.

Alternatively we can do this for you on the Tax Agent Portal

This must be done by the end of April to receive JobKeeper payments for the month of April.

This form is also where you provide the business's bank account details in which the JobKeeper payments are to be deposited.

CONFIRM YOUR ELIGIBLE EMPLOYEES WITH ATO

From 4th May you will be able log into your Business Portal and confirm which of your employees you are claiming for.

For those who are registered for Single Touch Payroll the ATO will already have a list of your employees – you just need to select those that are eligible.

Once you have submitted your confirmation you will receive either an email or SMS showing it has been received.

Once your confirmation has been received payment will be made to the business's bank account

MONTHLY JOBKEEPER DECLARATION REPORT

This declaration is done via the Business Portal.

Each month you will need to reconfirm that your reported eligible employees have not changed.

Whilst you do not need to re-test your turnover each month you will be required to report Current and projected turnover.