bp.ato.gov.au/BusinessPortal/default.aspx?nav=BP.MenuTrans.MenuTrans.149

Australian Government
Australian Taxation Office

Business Portal

Start here
To do today
Home
Account details
Your dealings with the Tax Office
Business registration details
Activity statement
Manage employees
Payment options
Mail
  Inbox
  New message
  Sent
Online forms
Online tools and calculators
Access manager
File transfer
  Lodge file
  File status

04 May 2020 12:18:26 (EST)

Current client	TFN	ABN
XXXXXXXX	XXXXXXXX	XXXXXXXX

Manage employees

> STP reporting

> Small Business Superannuation Clearing House ⌷

> STP deferrals and exemptions

> JobKeeper enrol

🔒 bp.ato.gov.au/BusinessPortal/default.aspx?nav=BP.SPAContainer.SPAContainer&SPAName=COVID#home

Australian Government
Australian Taxation Office

Business Portal

Start here	
To do today	04 May 2020 12:18:51 (EST)
Home	
Account details	
Your dealings with the Tax Office	
Business registration details	
Activity statement	
Manage employees	
Payment options	
Mail	
Inbox	
New message	
Sent	
Online forms	
Online tools and calculators	
Access manager	
File transfer	
Lodge file	
File status	

Current client
XXXXX

TFN
XXXXX

ABN
XXXXX

COVID-19

JobKeeper

Step 1 | Enrol business for JobKeeper wage subsidies   Enrolled ✓

Enrol an eligible business that has been significantly affected

---

(?) **Help**

Step 2 | Identify and maintain employees eligible for JobKeeper wage subsidies   **Identify**

> Employers and eligible employees must complete a JobKeeper employee nomination notice ⬀

> If adding a business participant, employers and eligible business participants must complete a eligible business participant nomination notice ⬀

> (i) **Required actions**

>> > If you are a business using STP enabled payroll software with JobKeeper functionality:
>> Ensure eligible employees are identified and lodged via your software.

>> > If you are a business that doesn't have STP enabled payroll software with JobKeeper functionality, and has more than 40 employees:
>> Ensure eligible employees are identified and lodged via File transfer

>> > All other businesses, visit Help.

Step 3 | Business monthly declaration for JobKeeper payment

Confirm eligible employees and turnover each month

Australian Government
Australian Taxation Office

Business Portal

Start here
To do today
Home
Account details
Your dealings with the Tax Office
Business registration details
Activity statement
Manage employees
Payment options
Mail
  Inbox
  New message
  Sent
Online forms
Online tools and calculators
Access manager
File transfer
  Lodge file
  File status

04 May 2020 12:19:17 (EST)

Current client	TFN	ABN
XXIXX	XXXXX	XXXXX

JobKeeper | Identify eligible employees

(i) **Before you start**

You cannot save the form and resume later.

1. To **complete this form**:

   > You will need name, tax file number (TFN) and date of birth details for additional employees and business participant
   > If you are a business with **more than 200 employees** using STP enabled payroll software, eligible employees must be identified and lodged via your software or File transfer⬀
   > If you are a business with **more than 40 employees** that doesn't have STP enabled payroll software, eligible employees must be identified and lodged via File transfer⬀
   > GST turnover⬀ for this month and projected for next month

2. Confirm the **eligibility requirements** are being met for:

   > Employers
   > Employees
   > Sole traders and other entities⬀
   > Business participant⬀
   > Employers and eligible employees must complete a JobKeeper employee nomination notice⬀
   > Business participants must complete a JobKeeper nomination notice for eligible business participants – excluding sole traders⬀

3. Registered agents nominated to act on behalf of the business

   > If you proceed you are declaring that you have been engaged to act on behalf of this entity for the purposes of the JobKeeper program

? Help

Employer eligibility criteria

Employers and sole traders without employees will be eligible for the JobKeeper wage subsidy if all of the following apply:

> on 1 March 2020, you carried on a business in Australia or were a not-for-profit organisation that pursued your objectives principally in Australia.
> your have faced a

  > 30% fall in GST turnover for an aggregated turnover of $1 billion or less
  > 50% fall in GST turnover for an aggregated turnover of more than $1 billion
  > 15% fall in GST turnover for ACNC-registered charities other than universities and schools

> your business is not in one of the ineligible categories⬀ .
> you employed at least one eligible employee on 1 March 2020 (excludes sole traders without employees)
> your eligible employees are currently employed by your business for the fortnights you claim for (including those who are stood down or re-hired)

Employee eligibility criteria

You can only claim the JobKeeper payment for eligible employees that were in your employment on **1 March 2020**, and continue to be employed while you are claiming the JobKeeper payment.

An eligible employee is an individual who:

> is currently employed by the eligible employer (including those stood down or re-hired)
> is either

>> employed on a fixed term or permanent basis (whether full-time or part-time) by you (or another entity in the wholly owned group) who were employees as at 1 March 2020
>> casually employed by you (or another entity in your wholly owned group) on a regular and systematic basis for at least 12 months as at 1 March 2020 and not a permanent employee or fixed term employee of any other employer

> as at 1 March 2020, they are aged 16 years or over
> as at 1 March 2020, they reside in Australia and are an Australian citizen or holder of a permanent visa; or a resident for income tax purposes and the holder of a special category (Subclass 444) visa

>> more information about these requirements can be found on the Services Australia website under residence descriptions
>> the employee can also be an Australian tax resident who is a Special Category (Subclass 444) Visa Holder

> is not in receipt of any of these payments

>> government parental leave or dad and partner pay
>> a payment in accordance with Australian worker compensation law for an individual's total incapacity for work

> have not agreed with any other employer to be nominated as an eligible employee for the JobKeeper payment
> has completed the JobKeeper employee nomination notice.

If you are claiming JobKeeper payments for eligible religious practitioners, add each eligible religious practitioner as an eligible employee for the purposes of claiming JobKeeper payments.

Next

🔒 bp.ato.gov.au/BusinessPortal/default.aspx?nav=BP.SPAContainer.SPAContainer&SPAName=JobKeeper#Identify

Australian Government
Australian Taxation Office   **Business Portal**

Start here
To do today
Home
Account details
Your dealings with the Tax Office
Business registration details
Activity statement
Manage employees
Payment options
Mail
  Inbox
  New message
  Sent
Online forms
Online tools and calculators
Access manager
File transfer
  Lodge file
  File status

04 May 2020 12:19:17 (EST)

Current client	TFN	ABN
XXIXXX	XXXXX	XXXXX

JobKeeper | Identify eligible employees

All fields marked with * are mandatory.

The JobKeeper wage subsidy scheme is scheduled to run from 30 March to 27 September 2020. Payments are made by the ATO to the employer in the following month.

Privacy: For important information about your privacy see our Privacy notice ⧉

The month you are applying for the JobKeeper wage subsidy
April 2020

Fortnight 1: 30 March - 12 April
Fortnight 2: 13 April - 26 April

(?)
Help

1. Business participant details

ⓘ **Eligibility criteria**

An eligible business participant of the entity can be a sole trader, partner in the partnership, trust beneficiary, director or shareholder of the company, and needs to be actively engaged in the business of the entity. They must also meet all of the following:

> as at 1 March 2020:
>> they are aged 16 years or over (or 18 years or over if a beneficiary in the case of a trust) and;
>> they reside in Australia and are an Australian citizen or holder of a permanent visa; or a resident for income tax purposes and the holder of a special category (Subclass 444) visa
> they are an individual not employed by the entity
> they are not an employee (other than a casual employee) of another entity
> they are not currently receiving government parental leave or dad and partner pay
> they are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of their total incapacity to work.
> you have received a completed eligible business participant nomination notice⧉.

Do you want to identify a business participant? *

( ) Y   es   (◉) N   o

2. Employee details

> ⓘ **Nominate all eligible employees**
>
> The employer must have paid an employee $1,500 or more for the JobKeeper fortnight for the employee to be eligible.
>
> The employee must meet all other eligibility criteria ☒
>
> **Fortnight 1:** 30 March - 12 April
> **Fortnight 2:** 13 April - 26 April

Eligible employees per JobKeeper fortnight

Review the number of eligible employees for each JobKeeper fortnight.

Fortnight 1 (30 March - 12 April) *

1	employees

Fortnight 2 (13 April - 26 April) *

1	employees

> ⚠ **Employee details required**
>
> Details of each eligible employee will need to be received by us before the JobKeeper wage subsidy can be paid.
>
> Visit JobKeeper guide ☒ to find out how to send us these details.

> ## Total wage subsidy being claimed in April
> ## $3,000.00
>
> | JobKeeper period | Business participant claim | Employees claim | Wage subsidy |
> |---|---|---|---|
> | Fortnight 1 (30 March - 12 April) | 0 | 1 | $1,500.00 |
> | Fortnight 2 (13 April - 26 April) | 0 | 1 | $1,500.00 |
> | **Total wage subsidy payments** | | | **$3,000.00** |

> ⚠ **Evidence required**
>
> You will not be eligible for and may be required to repay JobKeeper wage subsidy payments if you do not keep records to substantiate all information provided in your application. Penalties may be imposed for giving a false or misleading statement.

Back		Next

Do you want to identify a business participant? *

(•) Yes   ( ) No

Business participant details

⚠ **Excluded**

You must not enter a business participant if:

> the entity is a not-for-profit organisation, or
> the relevant individual is in the eligible employee list, or employed by you

Tax file number (TFN) *

Date of birth *

dd/mm/yyyy   📅   Confirm

(?)
Hel

About this portal   Site map   Contact us   Help   Logout

Australian Government
Australian Taxation Office

Business Portal

04 May 2020 12:19:17 (EST)

Current client	TFN	ABN
XXXXX	XXXXX	XXXXX

JobKeeper | Business monthly declaration

All fields marked with * are mandatory.

Month you are declaring

April 2020

Fortnight 1: 30 March - 12 April
Fortnight 2: 13 April - 26 April

(?) Help

Wage subsidy summary

Total wage subsidy being claimed in April $3,000.00

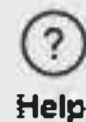| JobKeeper period	Business participant claim	Employees claim	Wage subsidy
Fortnight 1 (30 March - 12 April)	0	1	$1,500.00
Fortnight 2 (13 April - 26 April)	0	1	$1,500.00
Total wage subsidy payments			**$3,000.00**

GST turnover

Each month, you must reconfirm the eligibility of your business and your reported eligible employees. You must also provide your current and projected GST turnover. This is not a retest of your eligibility, but rather an indication of how your business is performing. Visit [GST turnover test](#) ⬀.

Current **April** GST turnover *

$		.00

Projected **May** GST turnover *

$		.00

Financial institution details

Account name
XXXXX

BSB
XXXXXX

Account number

XXXXXXXX

Edit

(!) **Evidence required**

You will not be eligible for and may be required to repay JobKeeper wage subsidy payments if you do not keep records to substantiate all information provided in your application. Penalties may be imposed for giving a false or misleading statement.

Declaration

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

Privacy: For important information about your privacy see our [Privacy notice](#) ⬀

☐ Tick this box to sign this declaration with the identification details you used to log-in. *

Back

Submit

bp.ato.gov.au/BusinessPortal/default.aspx?nav=BP.SPAContainer.SPAContainer&SPAName=JobKeeper#DeclareConfirmation

Australian Government
Australian Taxation Office

Business Portal

About this portal   Site map   Contact us   Help   Logout

Start here
To do today
Home
Account details
Your dealings with the Tax Office
Business registration details
Activity statement
Manage employees
Payment options
Mail
　Inbox
　New message
　Sent
Online forms
Online tools and calculators
Access manager
File transfer
　Lodge file
　File status

04 May 2020 12:19:17 (EST)

Current client		**TFN**	**ABN**
XXXXX		XXXXX	XXXXX

JobKeeper | Business monthly declaration

✓ **The information has been successfully lodged**

Next month:

Your business declaration will need to be lodged every month before the JobKeeper wage subsidy can be paid.
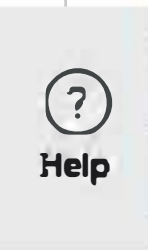
ATO receipt ID XXXXXXXXXXXX

Open print friendly version to **print** or **save as a PDF** including:

> Employee list
> GST turnover
> Wage subsidy payment summary
> Receipt ID

🖶 Printfriendly version

Related actions
> Return to COVID-19

(?)
Help

Australian Government
Australian Taxation Office   **Business Portal**

Start here
To do today
Home
Account details
Your dealings with
the Tax Office
Business
registration details
Activity statement
Manage employees
Payment options
Mail
   Inbox
   New message
   Sent
Online forms
Online tools and
calculators
Access manager
File transfer
   Lodge file
   File status

04 May 2020 12:23:47 (EST)

Current client		TFN	ABN
XXXXX		XXXXX	XXXXX

COVID-19

JobKeeper

Step 1 | Enrol business for JobKeeper wage subsidies   **Enrolled** ✓

Enrol an eligible business that has been significantly affected

❓
Help

Step 2 | Identify and maintain employees eligible for JobKeeper wage subsidies   **Identified** ✓

> Employers and eligible employees must complete a JobKeeper employee nomination notice ↗

> If adding a business participant, employers and eligible business participants must complete a eligible business participant nomination notice ↗

Step 3 | Business monthly declaration for JobKeeper payment   **April declared**

Confirm eligible employees and turnover each month   ✓