

Steps to Enrol and Apply for JobKeeper Payment

Registration Opens on Monday, 20th April 2020

Please follow the steps below or contact us to find out more information on how we can complete, on your behalf.

Check your Eligibility & Establish whether your projected GST turnover has fallen or is likely to fall by at least 30%

You should review your March 2020 GST Turnover and compare it with your March 2019 GST Turnover. If your GST Turnover has not decreased by at least 30%, project April 2020 and compare with April 2019.

Complete this process each month up until September to see if you may qualify.

Steps to Enrol for the JobKeeper Payment (from 20 April 2020)

You MUST register by the 26th of April 2020 to claim JobKeeper payments for April

- **Step 1** – Register your interest and subscribe for JobKeeper payment updates.
- **Step 2** – Check you and your employees meet the eligibility requirements.
- **Step 3** – Continue to pay at least \$1,500 to each eligible employee per JobKeeper fortnight (the first JobKeeper fortnight is the period from 30 March to 12 April).
- **Step 4** – Notify your eligible employees that you are intending to claim the JobKeeper payment on their behalf and check they aren't claiming JobKeeper payment elsewhere.
- **Step 5** – Send the JobKeeper employee nomination notice to your nominated employees to complete and return to you by the end of April if you plan to claim JobKeeper payment for April. Keep it on file.
- **Step 6** – From 20 April 2020, you can enrol with The ATO for JobKeeper payment using the Business Portal and authenticate with myGovID, or request assistance from your accountant.
- **Step 7** – In the online form, provide your bank details and indicate if you are claiming an entitlement based on business participation, for example if you are a sole trader.
- **Step 8** – Specify the estimated number of employees who will be eligible for the first JobKeeper fortnight (30 March – 12 April) and the second JobKeeper fortnight (13 April – 26 April).

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Steps to get paid the JobKeeper Payment (available from 4 May 2020 onwards)

- **Step 1** – Apply to claim the JobKeeper payment by logging in to the ATO Business Portal.
- **Step 2** – Ensure you have paid each eligible employee a minimum of \$1,500 per JobKeeper fortnight before tax. **IMPORTANT – you CANNOT WAIT until the payment from The ATO is received, you MUST pay your employees before the end of April 2020 to be eligible.**
- **Step 3** – Identify your eligible employees in the application form by:
 - selecting employee details that are prefilled from your STP pay reports if you report payroll information through an STP enabled payroll solution, or
 - manually entering employee details in ATO online services or the Business Portal if you do not use an STP enabled payroll solution, or
 - using a registered tax agent who will submit a report on your behalf through Online services for agents.
- **Step 4** – Submit the confirmation of your eligible employees online and wait for the confirmation screen.
- **Step 5** – Notify your eligible employees you have nominated them.
- **Step 6** – The ATO will pay you the JobKeeper payment for all eligible employees after receiving your application.
- **Step 7** – Each month, you will need to reconfirm that your reported eligible employees have not changed through ATO online services, the Business Portal or via your registered tax agent. This will ensure you will continue to receive the JobKeeper payments. You do not need to retest your reported fall in turnover, but you will need to provide some information as to your current and projected turnover. This will be done in your monthly JobKeeper Declaration report.
- **Step 8** – If your eligible employees change or leave your employment, you will need to notify The ATO through your monthly JobKeeper Declaration report.

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