

How do I Enrol my Business in the JobKeeper program

Enrolling your business – Available from April 20

You or a registered tax professional can enrol for the JobKeeper payment:

- 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 through another employer or have nominated through another business.
- 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 and provide a copy to your registered tax agent if you are using one.
- Step 6 – From 20 April 2020, you can enrol with ATO for the JobKeeper payment using the Business Portal and authenticate with myGovID. *You must do this by the end of April to claim JobKeeper payments for April.*
- 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).

From 4 May 2020, you will need to confirm your eligible employees with the ATO. This can be done through the ATO Business Portal or through your registered tax agent. The ATO will pay you the subsidy once this confirmation has been received

If you use the ATO Business Portal, you will need a myGovID linked to your ABN in relationship Authorisation Manager (RAM). You can find out how to set this up at ato.gov.au/mygovid

Confirming your eligible employees / Applying for the subsidy

This function will be available from 4th May onwards.

You or a registered tax agent can apply for the JobKeeper payment for your eligible employees:

- 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.
- 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 – We 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 from us. 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 us through your monthly JobKeeper Declaration report.

The ATO will then pay the you the JobKeeper subsidy for each confirmed eligible employee in your application.

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