

### ***How do I Confirm my Eligible Employees with the ATO – JobKeeper***

#### Confirming your eligible employees / Applying for the subsidy

This function will be available from 4<sup>th</sup> 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.

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](https://ato.gov.au/mygovid)