

## JobKeeper Employer Checklist

Are you Eligible to Register			
		Yes	No
	Did you operate a business in Australia before 1 March 2020		
	Has or do you believe that your turnover will decrease by the relevant amount ie 30% for business with turnover less than \$1 Billion		
	Do either of the following apply as at 1 March 2020: You employed and paid eligible employees or You were a business owner that is actively engaged in the business		
	You intend to keep eligible employees engaged and pay them at least \$1,500 per fortnight. <i>(note need to pay \$1,500 per fortnight commencing the fortnight 30 March – 13 April 2020, if you haven't you can make a catchup payment by 30 April)</i>		
If you have answered yes for ALL the above questions, you can then proceed to register			
<b>Registration (Must be completed prior to 30 April to claim April)</b>			
Note you can register after April if you want to claim in a later month ie June 2020			
	Completed	Yes	
	Logon to the ATO Business Portal <a href="https://bp.ato.gov.au/">https://bp.ato.gov.au/</a>  If you haven't registered for the ATO Business Portal you will need to firstly setup a myGovID which is different from the MyGov login.  To setup the MyGovID goto <a href="https://www.mygovid.gov.au/">https://www.mygovid.gov.au/</a>		
	Register for JobKeeper in the Business Portal		
	Provide your bank account details for the JobKeeper payment to be paid to		
	Estimate the number of employees you will be paying		

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	<p>Notify eligible employees that you intend to claim the JobKeeper payment and complete the following form by 30 April 2020:  <a href="https://www.ato.gov.au/Forms/JobKeeper-payment---employee-nomination-notice/">https://www.ato.gov.au/Forms/JobKeeper-payment---employee-nomination-notice/</a>  <i>(Note the form does not need to be sent to the ATO but you need to retain for 5 years)</i></p>		
<b>Paying Employees</b>			
	<p>If you have employees who previously earn less than \$1,500 per fortnight I would recommend</p> <ul style="list-style-type: none"> <li>• Setup a new payroll item code "JobKeeper Payment"</li> <li>• Do you wish to pay super on the topup amount? if no select exempt from superannuation.  <i>(Note: you still need to pay super on their ordinary earning)</i></li> </ul>		
	<p>If claiming for April 2020, ensure that all eligible employees by 30 April 2020 paid at least \$3,000. You may need to do a catchup payment.</p>		
<b>ATO Confirmation of Eligible Employees (from 4 May 2020)</b>			
	<p>Logon to the ATO Business Portal <a href="https://bp.ato.gov.au/">https://bp.ato.gov.au/</a></p>		
	<p>Identify your eligible employees in the application form by:</p> <ul style="list-style-type: none"> <li>• Selecting employee details that are prefilled from your STP pay reports if you report payroll information through an STP enabled payroll solution, or</li> <li>• Manually entering employee details in ATO online services or the Business Portal if you do not use an STP enabled payroll solution, or</li> <li>• Using a registered tax agent who will submit a report on your behalf through Online services for agents.</li> </ul>		
	<p>Submit the confirmation of your eligible employees online and wait for the confirmation screen.</p>		
	<p>Notify your eligible employees you have nominated them.</p>		
	<p>The ATO will pay you the JobKeeper payment for all eligible employees after receiving your application.</p>		

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	<p>If your eligible employees change or leave your employment, you will need to notify us through your monthly JobKeeper Declaration report.</p>		
	<p>Reporting, by the 7<sup>th</sup> of each month commencing 7 May 2020, logon onto the ATO Business Portal <a href="https://bp.ato.gov.au/">https://bp.ato.gov.au/</a> (either on cash received or invoiced basis, must be consistent)</p> <ul style="list-style-type: none"> <li>• Advise prior months actual turnover ie April 2020</li> <li>• Advise prior years months actual turnover ie April 2019</li> <li>• Estimate next months projected turnover ie May 2020</li> </ul>		