



Trinity Accountants
Your partner in business

JOBKEEPER PACKAGE

8 STEPS HOW TO ENROL +
8 STEPS FOR GETTING PAID

8 Steps on how to ENROL for the JobKeeper payment

IMPORTANT: Opens 20 April. You must register by 30 April to claim JobKeeper payments for April

1 Register your interest and subscribe for JobKeeper payment updates

2 Check you and your employees meet the eligibility requirements

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)

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

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

6 From 20 April 2020, enrol with the ATO for the JobKeeper payment using the Business Portal and authenticate with myGovID. Or your accountant can do it for you

7 In the online form, provide your bank details and indicate if you are claiming an entitlement based on business participation, e.g sole trader

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)

8 Steps for getting PAID the JobKeeper Payment

IMPORTANT: available from 4 May 2020 onwards. You or a registered tax agent can apply for the JobKeeper payment for your eligible employees.

- 1** **Apply to claim the JobKeeper payment** by logging in to the ATO Business Portal
- 2** **Ensure you have paid each eligible employee** a minimum of \$1,500 per JobKeeper fortnight before tax. **Identify your eligible employees** in the application form
- 3** **Submit the confirmation of your eligible employees online** and wait for your confirmation email or SMS showing it has been received
- 4** **Notify your eligible employees** you have nominated them
- 5** **The ATO will pay you** the JobKeeper payment for all eligible employees after receiving your application
- 6** **Each month reconfirm** that your reported eligible employees have not changed through ATO online, the Business Portal or via your accountant. This will ensure you will continue to receive the JobKeeper payments
- 7** **If your eligible employees change or leave your employment**, you will need to notify the ATO through your monthly JobKeeper Declaration report
- 8** **The ATO will pay the JobKeeper payment within 14 days after the end of the calendar month** in which the fortnight ends. **This means worst case you may need rolling bank funding for up to 6 weeks payroll or best case 4 weeks depending on timing of the ATO!**



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MORE INFORMATION

AVAILABLE ON OUR WEBSITE

DOWNLOAD THE SURVIVING THROUGH
COVID-19: BUSINESS GUIDE & CHECKLIST.

JOBKEEPER DETAIL CAN BE FOUND IN THE
APPENDIX.