



“JobKeeper” Payment – Next Steps

If you are claiming for the JobKeeper” you should have by now enrolled in the program and got your employees to complete the “Jobkeeper Employee Nomination Notice”

The next step is to notify the ATO about their eligible employees through STP. This is a one time activity that needs to be done to nominate the employees for which you will be claiming the JobKeeper payment.

You will need to notify the ATO by lodging a Single Touch Payroll File, with a specific entry for each Employee to indicate the JobKeeper fortnight for which you will start to claim the JobKeeper subsidy payment.

The next step is to make a monthly business declaration with the ATO within seven days of the end of the calendar month in which the fortnight ends. This involves providing to the ATO with the following information on a monthly basis:-

- current GST turnover for the reporting month
- projected GST turnover for the following month.
- reconfirm that your reported eligible employees have not changed (If your eligible employees change or leave your employment, you will need to notify us through your monthly JobKeeper Declaration report).

This declaration is a pre condition to the payment of the ‘JobKeeper” payment, and must be made on a monthly basis through:-

- myGov, or the Business Portal using myGovID, or
- our office acting as your registered Tax Agents

Note, the declaration of the business turnover for months following the “test” period is not a retest of your eligibility, as this test only needs to be satisfied once. One can only assume that it is for information purposes only to assist in monitoring the progress of the scheme.

Below is a summary of the process of applying for the JobKeeper payment:-

Step	Process	Frequency
1	Enrol in the program	Once
2	Complete the “JobKeeper Nomination Notice”	Once
3	Notify ATO of included employees	Once
4	Ensure that you pay at least \$1,500 per fortnight	Each Payroll
5	Prepare a monthly declaration to the ATO	Monthly
6	Notify ATO of if your employees change or leave your employment	Once

Note, different conditions apply for Sole Traders and for entities which do not have any employees but which have an “eligible business participant”. For further information, please contact your your Kaias Phillips Team member on (03) 9489 5888.

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