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Enrol for the JobKeeper payment

To enrol for the JobKeeper payment, employers should follow the steps below.

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See also:

We have created [JobKeeper guides](#) (</General/JobKeeper-Payment/JobKeeper-guides/>), which provide a practical 'step by step' summary to help you take the best action according to your circumstances, your number of employees and whether you use Single Touch Payroll (STP) or other reporting arrangements.

How to prepare

- Check your business or not-for-profit organisation meets the [eligibility requirements](#) (</general/jobkeeper-payment/employers/eligible-employers/>), including the turnover test. The turnover calculation is based on GST turnover. This applies even if an entity is not registered for GST.
- Check your employees meet the [eligibility requirements](#) (</general/jobkeeper-payment/employers/your-eligible-employees/>), and for which JobKeeper fortnights. You must pay your eligible employees in each JobKeeper pay period to claim the JobKeeper payment for that period.
- If you are a director or a shareholder of a company, a partner in a partnership, or an adult beneficiary of a trust, consider who you will nominate as an [eligible](#)



[business participant \(/General/JobKeeper-Payment/Sole-traders-and-other-entities/?anchor=Eligiblebusinessparticipant#Eligiblebusinessparticipant\)](/General/JobKeeper-Payment/Sole-traders-and-other-entities/?anchor=Eligiblebusinessparticipant#Eligiblebusinessparticipant), and check you meet the eligibility requirements.

- Re-hire or re-engage employees you let go or stood down as well as pay them if you want to claim the JobKeeper payment for them.
- Continue to pay at least \$1,500 to each eligible employee per JobKeeper fortnight (the first JobKeeper fortnight was the period from 30 March to 12 April).
- Notify all your eligible employees that you are intending to claim the JobKeeper payment on their behalf and check they aren't claiming the JobKeeper payment through another employer or have nominated through another business.
- Send the [JobKeeper employee nomination notice \(/Forms/JobKeeper-payment---employee-nomination-notice/\)](/Forms/JobKeeper-payment---employee-nomination-notice/) to all your nominated employees to complete and return to you before you claim JobKeeper payments for that individual employee. Keep it on file and provide a copy to your registered tax or BAS agent if you are using one.
- If you use the 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 \(/General/Online-services/Accessing-online-services-with-myGovID-and-RAM/\)](https://ato.gov.au/mygovid).
- Your registered tax or BAS agent can enrol, identify and declare for JobKeeper on your behalf using Online service for agents.
- If you find it difficult to interact with us online and don't use a registered tax or BAS agent, you can call us for assistance.

Step 1: Enrol for the JobKeeper payment

- You or your registered tax or BAS agent can enrol for the JobKeeper payment.
- Log in to the Business Portal using myGovID.
- Select 'Manage employees' then the link for the JobKeeper payment.
- Fill in the JobKeeper enrolment form and provide your:
 - eligibility information
 - expected number of eligible employees
 - contact and bank details.
- Notify all your eligible employees you have nominated them.
- To ensure you receive your JobKeeper payments as early possible, you should enrol by the end of April. However, enrolments are open till the end of May if you need more time.



Step 2: Identify and maintain your eligible employees

- You or your registered tax or BAS agent can identify each eligible employee that you will claim the JobKeeper Payment for and maintain their details each month.
- If you have STP enabled payroll software, you can identify your employees in one of the following ways:
 - Directly into your STP enabled payroll software if it is updated with JobKeeper – functionality.
 - In the Business Portal if your STP payroll software is not updated with – JobKeeper functionality
 - If you have 200 employees or less, log in to the Business Portal and select - employee details that are prefilled from your STP pay reports.
 - If you have more than 200 employees, you can manually create a pay report, - ask the ATO for a prefilled JobKeeper report, or use the JobKeeper Payment Guide sample payload files – [Blank file \(CSV, 28KB\)](#). [\(/misc/downloads/COVID19JobKeeper_Blank.csv\)](#) and [Example file \(CSV, 71KB\)](#) [\(/misc/downloads/COVID19JobKeeper.csv\)](#) – to produce your own JobKeeper report and provide it back to the ATO by uploading via the Business Portal Transfer file function.
- If you don't have STP enabled payroll software, you can identify your employees in one of the following ways:
 - In the Business Portal
 - If you have 40 employees or less, manually enter your eligible employees' - details
 - If you have more than 40 employees, you can use the JobKeeper Payment Guide sample payload files – [Blank file \(CSV, 28KB\)](#). [\(/misc/downloads/COVID19JobKeeper_Blank.csv\)](#) and [Example file \(CSV, 71KB\)](#) [\(/misc/downloads/COVID19JobKeeper.csv\)](#) – to produce your own JobKeeper report and provide it back to the ATO by uploading via the Business Portal Transfer file function or consider moving to an STP enabled payroll solution.

Step 3: Make a business moratorium declaration



- Each month, you must reconfirm your reported eligible employees. This can be done through the Business Portal or via your registered tax or BAS agent.
- If your eligible employees change or leave your employment, you will need to notify us through the business monthly declaration report.
- You must also provide information as to your current and projected GST turnover. This is not a retest of your eligibility, but rather an indication of how your business is progressing under the JobKeeper Payment scheme.

What you need to do for your employees

You need to identify your eligible employees and tell them you intend to claim the JobKeeper payment for them.

If you are participating in the JobKeeper Payment scheme you need to include all eligible employees.

You need to provide these employees with the [JobKeeper employee nomination notice \(/Forms/JobKeeper-payment---employee-nomination-notice/\)](#), and ask them to return it to you by the end of April if you want to claim JobKeeper payment for April.

If your employees have multiple employers, they can usually choose which employer they want to nominate through. However, if your employees are long-term casuals and have other permanent employment, they cannot nominate you. They cannot be nominated for the JobKeeper payment by more than one employer.

If an employee is receiving or in the process of applying for a Services Australia income support payment, like JobSeeker payment, they should contact [Services Australia \(http://www.servicesaustralia.gov.au\)](#) and let them know that their employer has applied for the JobKeeper payment. The ATO and Services Australia are working together to share information to identify instances of the incorrect eligibility for JobKeeper or JobSeeker. If your employee does not report the income or cancel their JobSeeker payment, they may incur a debt that they will be required to pay back.

Find out about:

- [Paying your eligible employees \(/general/jobkeeper-payment/employers/paying-your-eligible-employees/\)](#).

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