

# JobKeeper Enrolment – Business Portal

## Step by Step Guide to the JobKeeper Payment

Once your church meets the eligibility guidelines (found [here](#)) you must then proceed to enrol for the JobKeeper Payment through the Business Portal. See the steps below.

### Prerequisites:

- Check your employees meet the eligibility requirements
- Notify your employees that you intend to claim the JobKeeper payment on their behalf
- Send the [JobKeeper employee nomination notice](#) to your nominated employees and keep this on file. Please ensure you get this back from your employees ASAP.

## Step 1

Log in to the ATO Business Portal (<https://bp.ato.gov.au/>)

If you haven't set up your myGovID and linked it to the church through Relationship Access Manager (RAM) you will need to do this before you proceed.

## Step 2

Once logged in, you will see a COVID-19 banner. Click on the View button, as seen below

The screenshot shows the Australian Government Business Portal interface. At the top, there is a navigation bar with the Australian Government logo, 'Business Portal', and links for 'About this portal', 'Site map', 'Contact us', 'Help', and 'Logout'. A left-hand menu contains various navigation options such as 'Start here', 'To do today', 'Home', 'Account details', 'Your dealings with the Tax Office', 'Business registration details', 'Activity statement', 'Manage employees', 'Payment options', 'Mail', 'Online forms', 'Select an ABN', 'Online tools and calculators', 'Access manager', and 'File transfer'. The main content area features a 'COVID-19' banner with the text 'Access ATO measures and tailored support during coronavirus (COVID-19)'. A 'View' button is circled in red. Below the banner, there are sections for 'Commissioner's message', 'Key updates', 'Activity statement', and 'Quick links'. The 'Key updates' section lists several news items, including support for people impacted by bushfires and a feedback survey. The 'Quick links' section provides links to services like email updates, publications, system maintenance, security, and ABR details.

## Step 3

Select the Enrol button, under the JobKeeper heading.

The screenshot shows the Australian Government Business Portal. The main content area is titled 'JobKeeper' and contains three steps:

- Step 1 | Enrol business for JobKeeper wage subsidies**  
Enrol an eligible business that has been significantly affected. An 'Enrol' button is circled in red.
- Step 2 | Identify and maintain employees eligible for JobKeeper wage subsidies**  
Employers and eligible employees must complete a [nomination form](#). A business intending to use STP enabled payroll software with JobKeeper functionality:
  - By 30 April** Update each eligible employee in software and lodge via STP enabled software.
  - A business that doesn't have STP enabled payroll software, and has less than 40 employees:**
    - From 4 May** Manually enter the tax file number and date of birth of each eligible employee online.All other businesses, visit Help.
- Step 3 | Business monthly declaration for JobKeeper payment**  
Confirm eligible employees and turnover each month. A button labeled 'Available from 4 May' is visible.

## Step 4

You will be taken to the Eligibility Information section. If you are registered with ACNC, you will click the Yes button.

### Business enrolment for JobKeeper wage subsidy

#### Eligibility information

Ensure all information provided below complies with [legislation for receiving the JobKeeper](#) wage subsidy, and that you are an employer or business that qualifies for the JobKeeper wage subsidy.

Are you an entity that is registered with the Australian Charities and Not-for-profits Commission (but not a university or school)? \*

Yes  No

**i** You will work out your decline in turnover using GST concepts. You will need to work out current GST turnover and projected GST turnover. This may include using amounts reported on business activity statements. It includes all taxable supplies and GST-free supplies. If you are an Australian Charities and Not-for-profits Commission registered charity you must take into account donations when measuring your decline in turnover.

Submit

## Step 5

This section relates to the reduction in turnover. Please select the month that you experienced or or likely to experience the reduction in turnover and if it has fallen by 15%.

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For which month in 2020 have you experienced or likely to experience a reduction in turnover? \*

Has your turnover for the entity fallen or is likely to fall by 15%? \*

**p** > When you're not registered for GST, this applies to all annual income.

Yes  No

## Step 6

This section requires you to fill in the number of eligible employees paid in April. Please note that you need to complete both JobKeeper fortnights. The example below is if you just have one employee at the church.

### Number of JobKeeper eligible employees paid during April



#### Employees paid monthly

If an employee is paid for the full month and is an eligible employee for each fortnight, include them twice, once in each box

Number of eligible employees who have been or will be remunerated \$1,500 or more (this may include wages, tax and salary-sacrifice super) for JobKeeper **fortnight one** (30 March - 12 April) \*

1  employees

Number of eligible employees who have been or will be remunerated \$1,500 or more (this may include wages, tax and salary-sacrifice super) for JobKeeper **fortnight two** (13 - 26 April) \*

1  employees



There will be a positive obligation on you to establish eligibility and that of your employees. This program will be subject to ATO compliance activities. **Penalties apply for making a false or misleading statement.** Note employees must provide you with a completed [Employee nomination notice](#) accepting JobKeeper payments.

## Step 7

This section requires you to complete the bank account details for where the JobKeeper payments will be credited to. You will also need to assign a contact person.

### Financial institution details for employing entity

Account name \*

BSB \*

Account number \*

I have checked the account details are for the employing entity and have confirmed these are correct. \*

### Contact details

Name \*

Phone/mobile number \*

Email \*

Confirm email \*

## Step 8

Read and complete the Declaration.

#### Declaration

- > I have prepared this document in accordance with the information supplied by the entity.
- > I have received a declaration from the entity stating that the information provided to me is true and correct.
- > I am authorised by the entity to give this document to the Commissioner.

**Privacy:** For important information about your privacy see our [Privacy Notice](#)

Tick this box to sign this declaration with the identification details you used to log-in. \*

Submit

## Step 9

You will then get an ATO receipt ID for your JobKeeper lodgement. It would be hand to print this or save to a PDF file for future reference. You have now completed the ATO Business Portal steps to register for JobKeeper.

## Business enrolment for JobKeeper wage subsidy



**Your request has been successfully lodged**

ATO receipt ID ...

Based on the self-assessment against the eligibility information in accordance with the law that you have submitted, the ATO accepts your enrolment for the JobKeeper wage subsidy.

It is important that you continue to review your eligibility and obligations under the law to ensure your ongoing eligibility as an employer, and for the employees that you will confirm as eligible employees.

Open print friendly version to **print** or **save as a PDF** including:

- > Registered bank details
- > Receipt ID
- > Provided eligibility information

 Print-friendly version

### Don't forget:

- You will most likely need to enrol for JobKeeper through your accounting software
- You will need to log in to the Business Portal every month to report your turnover
- You will need to keep your Employee Nomination Notices for 5+ years