

# Monthly JobKeeper Declaration

## How to ensure you are correctly claiming and declaring for JobKeeper

This guide assumes that you have met the eligibility guidelines for JobKeeper and have enrolled through both the Business Portal and through your accounting software. Please see our other Fact Sheets at <https://www.baplink.org.au/covid-19/>

The steps below are for those who are using STP software for their payroll. This guide is adapted from this ATO page: <https://www.ato.gov.au/general/jobkeeper-payment/In-detail/JobKeeper-guide---employers-reporting-through-STP/?anchor=Step2#IfyourSTPenabledpayrollsoftwarehasJobKee>

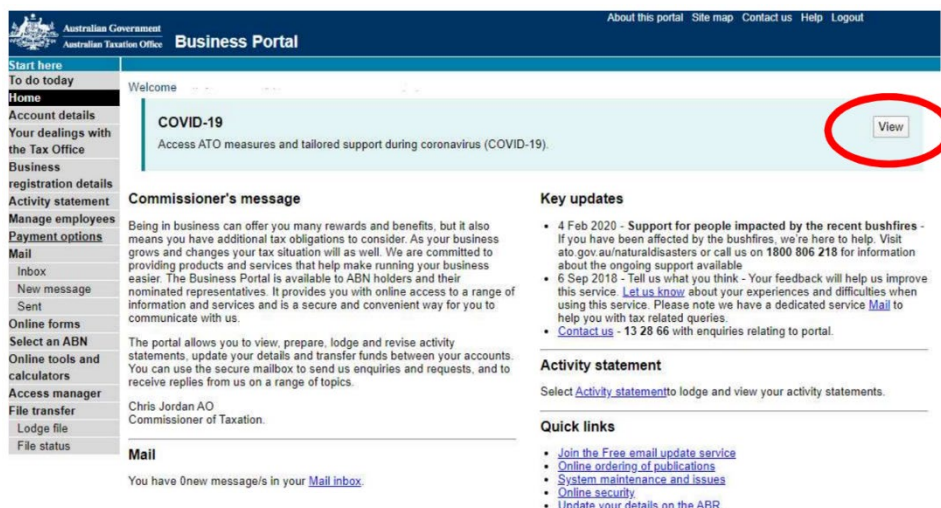
If you are not using STP enabled software, you will need to follow along on this page: <https://www.ato.gov.au/general/jobkeeper-payment/In-detail/JobKeeper-guide---employers-reporting-through-STP/?anchor=Step2#IfyourSTPenabledpayrollsoftwaredoesnthas>

## Step 1

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

## Step 2

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



The screenshot shows the ATO Business Portal interface. At the top, there is a navigation bar with links for 'About this portal', 'Site map', 'Contact us', 'Help', and 'Logout'. Below this is a header for 'Business Portal' with the Australian Government and Australian Taxation Office logos. A left-hand navigation menu lists various services like 'Start here', 'To do today', 'Home', 'Account details', 'Your dealings with the Tax Office', 'Business registration details', 'Activity statement', 'Manage employees', 'Payment options', 'Mail', 'Inbox', 'New message', 'Sent', 'Online forms', 'Select an ABN', 'Online tools and calculators', 'Access manager', 'File transfer', 'Lodge file', and 'File status'. 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' (listing recent bushfire support and feedback requests), 'Activity statement', and 'Quick links' (including 'Join the Free email update service', 'Online ordering of publications', 'System maintenance and issues', 'Online security', and 'Update your details on the ABR').

## Step 3

Please click the Identify button.

COVID-19

JobKeeper

Step 1 | Enrol business for JobKeeper wage subsidies  
Enrol an eligible business that has been significantly affected Enrolled ✓

Step 2 | Identify and maintain employees eligible for JobKeeper wage subsidies Identify

> Employers and eligible employees must complete a [JobKeeper employee nomination notice?](#)

> If adding a business participant, employers and eligible business participants must complete a [eligible business participant nomination notice?](#)

**Required actions**

> If you are a business using STP enabled payroll software with JobKeeper functionality:  
Ensure eligible employees are identified and lodged via your software.

> If you are a business that doesn't have STP enabled payroll software with JobKeeper functionality, and has more than 40 employees:  
Ensure eligible employees are identified and lodged via File transfer

> All other businesses, visit Help.

Step 3 | Business monthly declaration for JobKeeper payment  
Confirm eligible employees and turnover each month

## Step 4

You'll be taken to a Before you start screen – this will tell you all the information the ATO will need to complete the declaration.

### JobKeeper | Identify eligible employees

**Before you start**

You cannot save the form and resume later.

- To complete this form:
  - > You will need name, tax file number (TFN) and date of birth details for additional employees and business participant
  - > If you are a business with **more than 200 employees** using STP enabled payroll software, eligible employees must be identified and lodged via your software or [File transfer?](#)
  - > If you are a business with **more than 40 employees** that doesn't have STP enabled payroll software, eligible employees must be identified and lodged via [File transfer?](#)
  - > [GST turnover?](#) for this month and projected for next month
- Confirm the **eligibility requirements** are being met for:
  - > [Employers](#)
  - > [Employees](#)
  - > [Sole traders and other entities?](#)
  - > [Business participant?](#)
  - > Employers and eligible employees must complete a [JobKeeper employee nomination notice?](#)
  - > Business participants must complete a [JobKeeper nomination notice for eligible business participants – excluding sole traders?](#)
- Registered agents nominated to act on behalf of the business
  - > If you proceed you are declaring that you have been engaged to act on behalf of this entity for the purposes of the JobKeeper program

## Step 5

You will be asked to review which month you wish to apply for the subsidy. If from the start of the JobKeeper program, it will be April 2020 and will list the relevant JobKeeper pay fortnights.

### JobKeeper | Identify eligible employees

All fields marked with \* are mandatory.

The JobKeeper wage subsidy scheme is scheduled to run from 30 March to 27 September 2020. Payments are made by the ATO to the employer in the following month.

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

The month you are applying for the JobKeeper wage subsidy

April 2020

Fortnight 1: 30 March - 12 April

Fortnight 2: 13 April - 26 April

## Step 6

You will be asked if you want to identify as a business participant. Select **No** if you are a not-for-profit organisation.

### 1. Business participant details

#### Eligibility criteria

An eligible business participant of the entity can be a sole trader, partner in the partnership, trust beneficiary, director or shareholder of the company, and needs to be actively engaged in the business of the entity. They must also meet all of the following:

- > as at 1 March 2020:
  - > they are aged 16 years or over (or 18 years or over if a beneficiary in the case of a trust) and;
  - > they reside in Australia and are an Australian citizen or holder of a permanent visa; or a resident for income tax purposes and the holder of a special category (Subclass 444) visa
- > they are an individual not employed by the entity
- > they are not an employee (other than a casual employee) of another entity
- > they are not currently receiving government parental leave or dad and partner pay
- > they are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of their total incapacity to work.
- > you have received a completed [eligible business participant nomination notice](#).

Do you want to identify a business participant? \*

Yes  No

## Step 7

In this next section will be asked or to confirm your eligible employees. You will be confirming the prepopulated information if you use STP software, as the ATO will already have this information.

### 2. Employee details

#### Nominate all eligible employees

The employer must have paid an employee \$1,500 or more for the JobKeeper fortnight for the employee to be eligible.

The employee must meet [all other eligibility criteria](#).

**Fortnight 1:** 30 March - 12 April

**Fortnight 2:** 13 April - 26 April












Select a **JobKeeper status** that is applicable for each employee for the period.

- > only claim if they are an eligible employee and they are paid for the relevant fortnight (**FN**)
- > you must also indicate those employees that you will never be able to claim for (**never eligible**). After you lodge, these employees will be removed as potentially eligible employees
- > you must also indicate those employees that you are not claiming for now, but may claim later (**not claiming yet**)

Potentially eligible employees

**5 employees**

Reported to ATO via STP 1 March 2020

| Last name   | Given name  | TFN   | Date of birth   | JobKeeper status *  |
|---|---|---|---|--|
|  |  |  |  | Claim FN 1 and 2    |
|  |  |  |  | Claim FN 1 and 2    |

**Total wage subsidy being claimed in April**  
**\$18,000.00**

| JobKeeper period                   | Business participant claim | Employees claim | Wage subsidy       |
|------------------------------------|----------------------------|-----------------|--------------------|
| Fortnight 1 (30 March - 12 April)  | 1                          | 5               | \$9,000.00         |
| Fortnight 2 (13 April - 26 April)  | 1                          | 5               | \$9,000.00         |
| <b>Total wage subsidy payments</b> |                            |                 | <b>\$18,000.00</b> |

**! Evidence required**

You will not be eligible for and may be required to repay JobKeeper wage subsidy payments if you do not keep records to substantiate all information provided in your application. Penalties may be imposed for giving a false or misleading statement.

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## Step 8

In this section you will need to complete your GST turnover information. You will be asked for the previous month (in this case April 2020) GST turnover, as well as the project turnover for the month you are currently in (in this case May 2020).

Please note that churches should be including: donations (offerings/tithes), commercial rental income and other income (e.g. coffee sales) in this figure. Please do not include your Cash Flow Boost income either.

You can find more information here: <https://www.ato.gov.au/General/JobKeeper-Payment/In-detail/Applying-the-turnover-test/?page=2>

## Step 9

This is the final step where you should check the financial institution details and then once satisfied with the information you have declared, click the tick box and press submit.

### Financial institution details

Account name  
[Redacted]

BSB  
[Redacted]

Account number  
[Redacted]

Edit

**! Evidence required**

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### Declaration

> I declare the information I have provided is true and correct.

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. \*

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Submit