APPLYING FOR JOBKEEPER PAYMENTS – A STEP BY STEP GUIDE

OVERVIEW

This program offers a reimbursement of $,1500 per fortnight per nominated employee, paid to employers.

Employers are required to have each employee complete a *JobKeeper Employee Nomination Notice found here:*

https://www.ato.gov.au/Forms/JobKeeper-payment---employee-nomination-notice/

Available as interactive PDF or .docx format.

We recommend that employers complete these from their payroll records and have the employees verify the data and then sign off. This is an opportunity to update any payroll records particularly addresses and email addresses.

You should not use this JobKeeper employee nomination notice if you are intending to claim JobKeeper payments for an **eligible business participant** for example a **partner in a partnership, an adult beneficiary of a trust or a shareholder or director of a company or a sole trader**. A different nomination process will be required for this.

ONCE THE EMPLOYEE NOMINATION FORM IS COMPLETED

If you're an eligible business applying for JobKeeper payments, you will have the option to apply yourself through the Business Portal, or have Newhaven act as your agent.

If you opt to use Newhaven as your agent.

The steps are:
- Enrol – a once off process
- Monthly applications

Newhaven are offering a fixed fee service for the above.

Enrolment in the program $275 inc GST

Ongoing Monthly management $220 inc GST

We have set this fee based on the time required to collect, review and submit the data.

Accessing the Business Portal
To access the Business Portal and apply yourself, you need to set up your myGovID and link it to your business in Relationship Authorisation Manager (RAM).

myGovID is an app you download to your smart device to prove who you are online. It's like the 100 point ID check, but on your smart device. It's different to a myGov account.

RAM is an authorisation service that allows you to act on behalf of an entity with participating government online services. Together, myGovID and RAM provide a flexible, easy and secure way to access our Business Portal.

What you need to do

1. Download the myGovID app to your smart device and set it up using your identity documents. Anyone who accesses our online services on behalf of your entity will need their own myGovID.

2. Log in to RAM (access RAM by visiting https://info.authorisationmanager.gov.au) using your myGovID and link your entity's ABN. The way you link depends on whether you're an eligible individual associate or a primary person.

3. Once your ABN is linked, you can start setting up and managing authorisations. When you authorise someone, they'll receive an authorisation request via email to act on behalf of your entity online.

THE TERM OF THE PROGRAM AND ONGOING WORK

The JobKeeper program will make payments in arrears to employers for the period of 20 March 2020 to 27 September 2020. First transfer of payments will be made to employers during the first week of May 2020.

During the program period there will be reporting requirements applied to employers to maintain the integrity of the program and ensure employees are receiving their wage subsidies payments.

Employers will need to lodge a Monthly JobKeeper Declaration Report. Employers will **also** be required to provide information about current and projected turnover as part of their monthly JobKeeper declaration report.

The reports each month will be:

- predominantly on-line
- forms will be prefilled with single-touch payroll data

ACCESSING FURTHER INFORMATION

For registration and myGov help you can find out more about what you need to do at www.ato.gov.au/mygovid

For further program information please see below for Fact Sheets from the ATO

1. Info for Employers
2. Protecting Integrity
3. Frequently Asked Questions