

# JobKeeper Guide

## For Employer/Employee Business



### Dart Accounting

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## Are you eligible for JobKeeper payments?

This guide is for employers and employees of an Australian business to understand if they are eligible for the \$1,500 fortnightly JobKeeper payments and how to enroll in the scheme. This involves three steps.

### ONE – The employer must be eligible

1. Have a turnover of less than \$1 billion and have lost more than 30% of their revenue (when compared to the same period a year ago); OR
2. Have a turnover of more than \$1 billion and have lost more than 50% of their revenue (when compared to the same period a year ago).

**Note:** Big banks and public sector employers are **not** eligible.

### TWO – The employee must be eligible

1. Were employed as of 1 March 2020;
2. Are at least 16 years old;
3. Are an Australian citizen, or have certain types of visas; and
4. If they're full-time, part-time or long-term casuals, they've been employed on a regular basis for longer than 12 months as of 1 March 2020.

### THREE – You must claim the JobKeeper payment

#### Employees should:

1. Contact your employer and request they claim the JobKeeper payment for you. If you have more than one job, choose one employer to claim (if one is a permanent employer, choose that one) and let your other employers know who you have nominated.
2. Complete the [JobKeeper employee nomination notice](#) and return it to your employer.
3. JobKeeper payments may not be combined with other income support payments, like JobSeeker payments. If you've enrolled for JobSeeker payments, speak to [Services Australia](#).

#### Employers should:

1. Notify each eligible employee that you plan to seek the JobKeeper payment.
2. Ask each eligible employee if they agree to be nominated by you as their primary employer.
3. Complete the [JobKeeper employee nomination notice](#) for each eligible employee who agrees.
4. Retain the nomination forms in your records.
5. Enrol for the JobKeeper payments on the [ATO website](#).

Enrolments are open now!

For more information please  
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