



JobKeeper payment – employee notices

Form to notify eligible employees that you will claim the JobKeeper payment and ask them if they agree to be nominated.

Last updated 23 September 2020

If you are a business and have been impacted by the coronavirus (COVID-19), you may be eligible to access the JobKeeper Payment.



Nomination notices

If you have enrolled – or intend to enrol for – JobKeeper payments, you need to complete the *JobKeeper employee nomination notice* to:

- notify your eligible employees that you intend to participate in the scheme
- ask them if they agree to be nominated and receive payments from you as part of the scheme.

If you haven't provided all your relevant employees with an employee nomination notice within the required time, you need to do this as soon as possible.

Next steps:

- Download the [JobKeeper employee nomination notice \(PDF, 226KB\)](#)  or [JobKeeper employee nomination notice \(DOCX, 75KB\)](#)  accessible format.
- Create your own employee nomination notice if it is not practical to have each employee complete and return the ATO version to you.

Both you and the nominated employee need to complete the form. You do not need to send this notice to us. However, you should keep a record to document that your employee has agreed that you claim the JobKeeper payment for them.

We do not need your employee's signature. A nomination notice can be submitted to you through:

- your internal business process – for example, a business HR portal, or
- the employee's own form of communication channel – for example, email.

You may have requested your employee's signature, but it is not practical for them to provide it in the notice. In that case, it would be reasonable to accept the action of the employee sending you an email as a form of signature.

Note: 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.

If you can't download the form, you can:

- order a copy online – search for NAT 75294-04 2020
- obtain a copy by phoning our publications ordering service on **1300 720 092**.

Employees re-employed after 1 July 2020

Employees need to provide an additional notice to you if:

- they had previously provided you with an employee nomination notice
- they stopped being employed by you before 1 July 2020, and
- they were re-employed by you after 1 July 2020.

This notice must be provided to you in writing and must contain the following:

- details of the employee

- full name
- contact phone number and/or email address

- a statement about whether the employee has given a nomination notice to another entity.

If the employee has given a nomination notice to another entity, you cannot claim JobKeeper payments for them after you re-employ them.

The employee must provide the notice to you within 7 days of becoming re-employed.

There is no prescribed way the form must be provided. Employees can submit the notice through:

- your internal business processes – for example, a business HR portal, or
- the employee's own form of communication channel – for example, email.

The notice does not need to be sent to us, but you should keep a copy for your records in order to substantiate your claim.

See also:

- ato.gov.au/jobkeeper

For details about the information we collect see [Privacy notice – JobKeeper](#).

QC 62163

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into

account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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