



JobKeeper Employee Nomination Notice

When to use the form

Employers

If you have enrolled or intend to enrol to receive JobKeeper payments, complete **Section A** and provide this form to your relevant employees.

This form will be used to:

- notify relevant employees that you (their employer) intend to participate in the JobKeeper scheme.
- ask eligible employees if they agree to be nominated by you as their employer so that you can receive JobKeeper payments for them.

You do not need to send this form to the ATO. You will, however, need to keep the completed version of this form (generally for five years) to document that your employee has agreed to be nominated by you to receive JobKeeper payments for them.

Providing this form to all relevant employees within 7 days of enrolling in the JobKeeper scheme, with instructions as to the steps they should take to return their completed form to you, will satisfy your requirement to give employees notice of your election to participate in the JobKeeper wage subsidy scheme.

! Employers must ensure they comply with any *Privacy Act 1988* (Cth) obligations when using this form.

Employees

Complete **Section B, C** (as applicable), **D** and **E** of this form and return this form to your employer in accordance with their instructions as soon as possible.

Important:

- If you have not returned this form to your employer, they **cannot** include you as an eligible employee to receive JobKeeper payments for you.

- If your employer intends to enrol to participate in the JobKeeper scheme you should return this form to your employer as soon as possible to ensure that your employer is eligible to receive JobKeeper payments for you.
- Only one employer, religious institution or eligible business can receive the JobKeeper payment for you. If you have multiple employers, you must choose an employer who has employed you on a permanent or fixed term basis. If you are a long-term casual employee that is eligible with no permanent or fixed term employer, you can nominate your casual employer.
- If you have already agreed for another employer, religious institution or eligible business to receive JobKeeper payments for you, you cannot nominate this employer.
- If you are 16 or 17 years old and you previously lodged a form with your employer that form is no longer valid for JobKeeper fortnights commencing on or after 11 May 2020. You need to lodge a new one if you continue to be eligible – including completing Section C.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy, go to ato.gov.au/privacy

What is the JobKeeper payment?

Under the JobKeeper payment, businesses impacted by the coronavirus (COVID-19) are able to access a subsidy from the government to continue paying their employees. Affected employers, businesses and registered religious institutions are able to claim a fortnightly payment of \$1,500 per eligible employee, per eligible religious practitioner, or for one eligible business participant from 30 March 2020, for a maximum period of six months.

> Find out more:
ato.gov.au/jobkeeper

Section A: Employer to complete

Employer details

1 Employer name

2 Employer Australian business number (ABN)

Section B: Employee to complete

Employee details

1 Full name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

DD/MM/YYYY

2 Date of birth

3 Address

Street address

Suburb/town/locality

State/territory

Postcode

4 Phone

5 Email

Section C: Additional requirements for 16 or 17 year olds

There have been changes to the eligibility requirements that could affect you if you were in this age group on 1 March 2020. The effect of these changes means that eligibility is different for JobKeeper fortnights which begin before and on/after 11 May 2020. On or after 11 May 2020, there are additional requirements that must be met. For:

- the first three JobKeeper fortnights (up to and including 10 May 2020) – complete Part A only
- later JobKeeper fortnights (on/after 11 May 2020) – complete Part B only.

Both Part A and B might be relevant to you, if so please complete both.

Part A

On 1 March 2020 were you at least 16 years of age?

Yes **No**

If you answered YES, you satisfy this part of the eligibility requirement for the first three JobKeeper fortnights (up to and including 10 May 2020). You also need to satisfy additional eligibility requirements outlined in Section D below.

If you answered NO, you are not eligible for JobKeeper payments. Go to Section D and select 'No, I do not agree to be nominated by the employer outlined in section A for the purpose of the JobKeeper scheme' and return this form to your employer.

Part B

On 1 March 2020 were you at least 16 years of age and were you either:

- 'independent' within the meaning of the *Social Security Act 1991* or
- not a 'full time student' within the meaning of the *Social Security Act 1991*?

Yes **No**

If you answered YES, you satisfy this part of the eligibility requirement for JobKeeper fortnights on or after 11 May 2020. You also need to satisfy additional eligibility requirements outlined in section D below.

If you answered NO, you are not eligible for JobKeeper payments. Go to Section D and select 'No, I do not agree to be nominated by the employer outlined in section A for the purpose of the JobKeeper scheme' and return this form to your employer.

You are '**independent**' (and will satisfy this part of the eligibility requirements) if you meet the definition in the *Social Security Act 1991*. Generally this will be the case if you:

- have supported yourself through work with long term full or part-time employment broadly for a two year period
- are, or have been, married or are in a registered relationship
- live in a de facto relationship as a member of a couple for at least 12 months
- have, or have had, a dependent child
- are a job seeker assessed as unable to work over 30 hours a week
- are unable to live at home due to extreme circumstances
- have parents that are unable to support you
- are a refugee and your parents do not live in Australia
- are an orphan and have not been legally adopted
- are in state care, including foster care

Further guidance on this can be found on the Services Australia website at servicesaustralia.gov.au/individuals

You are a '**full time student**' (and **not** eligible for JobKeeper, unless you are also 'independent') if you were studying full time as defined in the *Social Security Act 1991*. Full-time study is defined in broad terms to mean enrolled in and undertaking study in a course of study at an educational institution of at least 75 per cent of the normal full-time study requirements.

Further guidance on this can be found on the Services Australia website at servicesaustralia.gov.au/individuals

Section D: Nomination

Employee eligibility requirements

To be an eligible employee, you need to meet these requirements:

- You are currently employed by the employer outlined in section A (including those stood down or re-hired).
- You were employed by the employer outlined in section A at 1 March 2020.
- At 1 March 2020, you were a permanent or fixed term employee, or a casual employee employed on a regular and systematic basis during the period of 12 months ending on 1 March 2020.
- If you are a casual employee as mentioned above, you are not employed by any other employer on a permanent or fixed term basis, or you are only employed by any other employer on a casual basis.
- At 1 March 2020 you were either:
 - residing in Australia and an Australian citizen or permanent resident
 - an Australian resident for income tax purposes and a Subclass 444 (Special Category) visa holder.
- You are not in receipt of a JobKeeper payment as a sole trader, nor is another employer, religious institution or eligible business in receipt of a JobKeeper payment for you.
- You are not currently receiving parental leave pay or dad and partner pay.
- You are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of your total incapacity to work.
- At 1 March 2020 you were either:
 - aged 18 years or over
 - aged 16 or 17 years and answered 'Yes' at Section C.

For employees aged 16 and 17 years (only one of the following 3 boxes should be ticked)

Yes, I have ticked YES to Part A of Section C and I agree to be nominated by the employer outlined in Section A for the purpose of the JobKeeper scheme.

*This will apply for JobKeeper fortnights up to and including 10 May 2020.

Yes, I have ticked YES to Part B of Section C and I agree to be nominated by the employer outlined in Section A for the purpose of the JobKeeper scheme.

*This will apply for JobKeeper fortnights on/after 11 May 2020.

Yes, I have ticked YES to Part A and Part B of Section C and I agree to be nominated by the employer outlined in Section A for the purpose of the JobKeeper scheme.

*This will apply for JobKeeper fortnights up to and including 10 May 2020, AND fortnights on/after 11 May 2020.

In making this nomination I:

- (i) agree that I meet the eligibility requirements listed above, and
- (ii) confirm that I have not agreed to be nominated by any other employer, business or religious institution, and have not given another entity, or the Commissioner a nomination form for the purpose of this scheme.

For employees aged 18 years and over

Yes, I agree to be nominated by the employer outlined in Section A for the purpose of the JobKeeper scheme.

In making this nomination I:

- (i) agree that I meet the eligibility requirements listed above, and
- (ii) confirm that I have not agreed to be nominated by any other employer, business or religious institution, and have not given another entity, or the Commissioner a nomination form for the purpose of this scheme.

OR


No, I do not agree to be nominated by the employer outlined in Section A for the purpose of the JobKeeper scheme.

Section E: Declaration

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

Signature (electronic/email is OK)

Date
DD/MM/YYYY

 There are penalties for deliberately making a false or misleading statement.