

# JobKeeper extension

## What you need to do as a business or not-for-profit



Australian Government

Australian Taxation Office

MARCH  
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### The government has extended JobKeeper until 28 March 2021.

There are two extension periods, each with two payment rates (tier 1 and tier 2).

#### Extension 1:

##### 28 September 2020 to 3 January 2021

The rates of the JobKeeper payment in this extension period are:

- Tier 1: \$1,200 per fortnight
- Tier 2: \$750 per fortnight

#### Extension 2:

##### 4 January 2021 to 28 March 2021

The rates of the JobKeeper payment in this extension period are:

- Tier 1: \$1,000 per fortnight
- Tier 2: \$650 per fortnight

## How to continue receiving JobKeeper extension 1 payments

- If you are already receiving JobKeeper payments, you don't need to enrol again or do anything different until after **28 September 2020**.
- From **28 September 2020**, the JobKeeper extension starts and the payment rates change for eligible employees.
- You have until **31 October 2020** to meet the wage condition for fortnights ending in October for all your eligible employees.
- To remain eligible for JobKeeper extension one, you'll need to demonstrate that you satisfy the actual decline in turnover for the September 2020 quarter (July, August, September) relative to a comparable period (generally July, August, September 2019).

- If you are currently enrolled and would like to continue to claim JobKeeper payments in the first extension, you'll need to check your continuing eligibility from **1 October 2020**. Once confirmed, submit this information to us online.
- You, or your registered tax or BAS agent, will then need to submit a monthly declaration to the ATO between the 1st and the 14th of each month, to receive your reimbursements for payments you made in the previous month.
- You'll need to select which payment tier you're claiming for each eligible employee or business participant by your first monthly business declaration in November.

## How to enrol for JobKeeper

You can enrol at any time until the program closes, and you only need to enrol once.

Before you enrol, check your business and employees meet the eligibility requirements, and decide whether to set up your systems using ATO online services through myGov or the Business Portal.

If you are new to JobKeeper, you'll need to satisfy the actual decline in turnover test after you enrol. If you meet this turnover test, you will have also satisfied the original decline in turnover test.

- Log into ATO online services or the Business Portal or your tax or BAS agent can do this for you.
- View the COVID-19 screen, select 'Step 1: Enrol business for JobKeeper wage subsidies', and complete the required fields.
- Return from 1 October to complete the check for actual decline in turnover.

## How to stop receiving JobKeeper payments

If you're eligible but decide to stop receiving JobKeeper payments, you'll need to update the information in your business monthly declaration.

- Log into ATO online services or the Business Portal
- In your business monthly declaration form, select 'Maintain employees'
- Change the JobKeeper status of your employees or business participant to 'Not claiming yet'
- Notify your employees or business participant that you are no longer receiving JobKeeper payments.