



JobKeeper nomination notice for eligible business participants – excluding sole traders

When to use the form

Use this form if you are a:

- partner in a partnership
- adult beneficiary of a trust, or
- a shareholder in or director of a company

to record that you have agreed to be nominated to receive JobKeeper payments through an eligible business.

Sole traders do not use this form.

If you are a sole trader, you will need to make this nomination in ATO Online Services or the Business Portal or your registered tax or BAS agent can do this on your behalf in Online Services for Agents. If you cannot nominate electronically you can call **13 28 66**.

Your eligible business can only nominate to receive JobKeeper payments for you with your agreement. This form allows you to record that you have provided that agreement. You must also specify that you are not employed by another employer (other than as a casual), that you meet all the eligibility requirements for nomination and have not given a nomination notice to another business, employer or the Commissioner.

You do not need to send this form to the ATO. You will however, need to keep the completed version of this form in business records (generally for 5 years) to document that you have agreed to be nominated by the business to receive JobKeeper payments for you.

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.

Important:

- If you have not completed this form, your eligible business **cannot** receive JobKeeper payments for you. You should complete this form before the business registers to participate in the JobKeeper scheme to ensure that the business is eligible to receive JobKeeper payments for you.
- Only one business or employer can receive the JobKeeper payment for you. If you work in multiple businesses you need to choose one business that will receive the JobKeeper payment. If you are employed by another employer (other than as a casual), you cannot receive JobKeeper payments through a business, but you may be an eligible employee for that employer to receive JobKeeper payments for you.
- If you have already agreed for another business or employer to receive JobKeeper payments for you, you should not complete this form.
- An eligible business can only nominate one participant (who is not an employee) to receive JobKeeper payments for.
- If the business has eligible employees, it may also be eligible to receive JobKeeper payments for them. The business can use the 'JobKeeper employee nomination notice' to ask employees if they agree to be nominated by the business as their primary employer so that it can receive JobKeeper payments for them.

What is the JobKeeper payment?

Under the JobKeeper payment, eligible businesses impacted by the Coronavirus are able to access a subsidy from the government to continue paying their employees. Eligible employers and eligible businesses are able to claim a fortnightly payment of \$1,500 per eligible employee, and/or for one eligible business participant from 30 March 2020, for a maximum period of 6 months.

[Find out more:
ato.gov.au/jobkeeper](http://ato.gov.au/jobkeeper)

Section A: Business Details

1 Entity name

2 Business name

3 Australian business number (ABN)

Section B: Participant Details

1 Full name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

2 **Date of birth**

3 **Address**

Street address

Suburb/town/locality

State/territory

Postcode

Section C: Nomination

Business participant eligibility requirements

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

- As at 1 March 2020, and for the fortnight, you were actively engaged in the business carried on by the business named in Section A, but not as an employee.
- As at 1 March 2020, and for the fortnight, you were either:
 - a sole trader (do not use this form – as above, you should nominate electronically)
 - a partner in the partnership
 - an adult beneficiary of the trust, or
 - a shareholder in or director of the company that carries on the business.
- You were at least 16 years of age as at 1 March 2020.
- You are not currently employed by another entity (other than on as a casual).
- As at 1 March 2020 you were:
 - residing in Australia and an Australian citizen or permanent resident, or
 - an Australian resident for income tax purposes and a Subclass 444 (Special Category) visa holder.
- You have not given a notice either to any other entity to be nominated as an eligible business participant for another business.
- You are not currently receiving parental leave pay, or dad and partner pay, and
- 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.

Yes, I agree to be nominated by the business 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/entity and have not given another entity a nomination form for the purpose of this scheme.


Section D: 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.