

With the latest COVID-19 health advice to stay home, we strongly advise you to use our website or call [13 77 88](tel:137788), rather than visit a service centre. Visit our [COVID-19 page](#) for information and advice on the assistance available for NSW residents and businesses.



Apply for the JobSaver payment

Text size [A](#) [A](#) [A](#)

On this page

[Introduction](#)

[Eligibility](#)

[What you need](#)

[Proof of identity](#)

[How to apply](#)

[More information](#)

[Documents](#)

[Links](#)

Introduction

Applies to all business structures

If you're a **business, sole trader or not-for-profit organisation in NSW** and you've been impacted by the recent COVID-19 restrictions, you may be eligible for the 2021 COVID-19 JobSaver payment. **and Covid has impacted your business**

JobSaver will provide cash flow support to impacted businesses to help **maintain their NSW employee headcount on 13 July 2021.** **Note this is headcount NOT hours or salary. You can standdown.**

Eligible businesses and not-for-profit organisations with employees will receive fortnightly payments backdated to cover costs incurred from week 4 of the Greater Sydney lockdown (from 18 July 2021 onwards). **BACKDATED to 18 July 2021 - if impacted prior apply for 2021 Covid Business Grant too**

The payment will be equivalent to 40% of the weekly payroll for work performed in NSW: **This section applies to EMPLOYING businesses**

- minimum payment will be \$1,500 per week
- maximum payment will be \$10,000 per week.

Weekly payroll should generally be determined by referring to the most recent Business Activity Statement (BAS) provided to the Australian Taxation Office (ATO) before 26 June 2021 for the 2020-21 financial year.

Your BAS would most likely be March 2021 for quarterly returns or May 2021 for monthly.

If you're a non-employing business, such as a sole trader, you may be eligible to receive a payment of \$1,000 per week. **This is for non-employing businesses including but not limited to sole traders.**

Eligible businesses can use JobSaver to cover business costs incurred from 18 July 2021. These costs may include:

- salaries and wages
- utilities and rent

All businesses claiming are meant to use the money for business expenses. Note salary and wages for this purpose would include sole trader drawings. You do not need to provide receipts unless audited - so keep records!

- financial, legal or other advice
- marketing and communications
- perishable goods
- other business costs.

Applications will close at 11:59pm on 18 October 2021.

Eligibility **If you don't meet refer Alternative Circumstances below!**

To be eligible for JobSaver you must:

- have an active Australian Business Number (ABN)
- demonstrate your business was operating in NSW as at 1 June 2021 **i.e. NEW businesses can be covered**
- have had a national aggregated annual turnover between \$75,000 and \$50 million (inclusive) for the year ended 30 June 2020 **Under \$75k turnover you may be entitled to the Micro Grant INSTEAD**
- have experienced a decline in turnover of 30% or more due to the Public Health Order over a minimum 2-week period within the Greater Sydney lockdown (commenced 26 June) compared to the same period in 2019 **Note for some businesses including construction, your cashflow may not be impacted until at least 18 July, so you may need to wait to show your 2 wk decline.**
- for employing businesses, maintain your employee headcount on 13 July 2021 while you continue to receive JobSaver payments **You can not actively remove someone (fire, let go ... you can standdown) so no hours to pay but must remain on books as an employee ***
- **for non-employing businesses,** such as sole traders, show that the **business is the primary income** source for the associated person. If you have more than one non-employing business, you can only **claim payments for one business.** **For non-employing businesses ONLY these additional criteria apply**

Ineligible businesses

* note employee headcount only for f/t, p/t and 12mth+ casuals

Certain entities, such as those earning passive income (rents, interest, or dividends), government agencies, local governments, banks, and universities are not eligible for JobSaver. See the full [list of ineligible businesses](#) in the guidelines. **So a single property landlord for instance can't claim - refer list for more.**

Non-employing businesses are not eligible for the JobSaver payment if anyone associated with the business or who derives income from it, has received a Commonwealth COVID-19 Disaster Payment since 18 July 2021. **If you have employees this clause does not apply.**

What you need

- A MyServiceNSW Account - you can create one when you start your JobSaver application
- your proof of identity
- your valid ABN/ACN number
- your business banking details for payment
- evidence of your annual turnover and loss of income
- Australian income tax return or Notice of Assessment
- qualified accountant, registered tax agent or registered BAS agent details, where required.

Accountant letter only required in certain circumstances - not needed by all!

Evidence to support eligibility

If your business is on the [highly impacted industries list](#), you'll be required to:

- declare that you meet the eligibility criteria
- declare your employee headcount at 13 July 2021
- if you have employees, declare that you will maintain your employee headcount on 13 July 2021 for the period for which you will receive JobSaver payments. Service NSW must be notified if the headcount declines over the payment period
- if you do not have employees, declare that the business is the primary income source for the owner of the business
- submit an Australian income tax return, Notice of Assessment or other documentation demonstrating the business had a national aggregated annual turnover between \$75,000 and \$50 million (inclusive) for the year ended 30 June 2020 **i.e. your tax return would be sufficient**
- provide details of your qualified accountant, registered tax agent or registered BAS agent
- provide evidence of weekly payroll **via BAS**
- lodge other supporting documents as required to demonstrate you meet the eligibility criteria. **Accountant/BAS agent letter only if necessary because case not normal.**

If your business is **not** on the [highly impacted industries list](#), in addition to the evidence requirements outlined above, you'll need to:

- submit a letter from a qualified accountant, registered tax agent or registered BAS agent, using [the template provided](#), to demonstrate that you experienced a decline in turnover over a minimum 2-week period within the Greater Sydney lockdown (commenced 26 June) compared to the same period in 2019. **The letter IS required - refer the template if you're not on the highly impacted industry list. Note if your bookkeeper is a registered BAS agent they can do.**
- See [the guidelines](#) for more information. **A standard letter should be around \$200 - \$300 (more if they need to do analysis because your case is non-standard).**

Alternative circumstances

If your business does not meet all the eligibility criteria, you may be able to apply for JobSaver if you can provide evidence to support the alternative circumstances outlined in [the guidelines](#).

Before you think I don't qualify make sure to check the guidelines!!

Auditing requirements

Successful applications may be subject to an audit.

A public reporting channel will be established to allow people to report businesses not adhering to JobSaver guidelines.

Service NSW can request a combination of the following documents to support its determination of eligibility and use of funds in accordance with JobSaver Terms and Conditions including:

- accountant's letter
- prior BAS statements
- income tax declarations
- audited profit and loss statements.

Note you can be audited. People have been audited around JobKeeper etc last year! Keep good records and save yourself expensive audit accounting fees!!

You'll need to keep all documentary evidence relied upon in your application for a minimum of 5 years.

Proof of identity

Two proof of identity documents are required. They may include:

- Australian driver licence

- Medicare card
- Australian passport
- Australian birth certificate
- Australian travel visa
- Australian citizenship certificate
- Australian certificate of registration by descent
- Australian ImmiCard.

If you can't verify your identity, you can call a Business Concierge on [13 77 88](tel:137788) to help with your application.

How to apply

1. Check you meet the [eligibility criteria](#).
2. Have your [documentation and evidence](#) ready for uploading.
Note: You cannot save and resume your application once you've started.
3. Select the 'Apply online' button.
4. Log in, or create your MyServiceNSW Account.
5. Select and verify your identity documents.
6. When your identity is verified, select 'Continue'.
7. Confirm your personal details.
8. Enter your business details and answer the eligibility questions, then select 'Next'.
9. Provide information about your decline in turnover and upload your supporting documentation, then select 'Next'.
10. Enter your bank details, then select 'Next'.
11. Review your application.
12. Check the declaration boxes.
13. Select 'Submit' to complete your application.

When you submit your application, you'll **receive a confirmation email with your application reference number**. If you do not receive this email after completing your application, please check your junk mail folder.

After your application is received, it will be reviewed by Service NSW. We'll contact you if we need additional information to support your application. If your application is approved, we'll transfer funds to your specified **bank account within 5 business days from the approval date.**

If you're not able to complete your application online, please call us on [13 77 88](tel:137788).

More information

- **Each ABN can apply for JobSaver only once.**
- Separate businesses under one ABN will not be eligible separately.
- The relevant COVID-19 restrictions are:

- *Public Health (COVID-19 Temporary Movement and Gathering Restrictions) Order 2021* issued on 26 June 2021
- stay-at-home order issued on 25 June 2021
- stay-at-home order issued on 27 May 2021.

- Employees can receive Commonwealth COVID-19 Disaster Payments if their employer is receiving JobSaver.

Documents

- [JobSaver accountant letter template - DOCX](#)

Use this letter if needed or make sure accountant letter covers everything it needs to cover!

Links

- [Guidelines](#)
- [Terms and Conditions](#)
- [Privacy Collection Notice](#)
- [JobSaver payment FAQs](#)

Please read the fineprint aka guidelines and T and C ESPECIALLY if you are a non-standard case!

Was the information on this page useful?



If you need a response, [send an enquiry](#) instead.