



# JobMaker Hiring Credit Employee Notice

## When to use the form

### Employers

If you have registered for and intend to make a claim for a JobMaker Hiring Credit you must:

- be registered for the JobMaker Hiring Credit scheme
- complete **Section A** and
- provide this form to each eligible employee you intend to claim for.

This form will be used by individuals to provide notice to you, that they:

- were 16 to 35 years old (inclusive) when they started employment
- meet the pre-employment requirement that they had been receiving the JobSeeker Payment, Youth Allowance (Other) or Parenting Payment for at least 28 consecutive days (or 2 fortnights) within the 84 days (or 6 fortnights) prior to commencing employment; and
- have not already provided a JobMaker Hiring Credit employee notice to another employer who they are still working for.

You should provide this form to all eligible employees you intend to claim for.

There is no prescribed way the form must be provided. The employee can submit the notice to you through:

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

You do not need to send this form to the ATO. However, you must keep the completed version of this form (generally for 5 years) to document that your employee has provided the required notice.

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

### Employees

Complete **Section B, C and D** of this form and return it 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 additional employee for the purposes of the JobMaker Hiring Credit scheme.
- You must not have given a JobMaker employee notice to another employer who you are still working for
- If you end your employment, this form will no longer be in effect
- You must only provide a JobMaker employee notice after you have started employment

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](https://ato.gov.au/privacy)

#### What is the JobMaker Hiring Credit payment?

Under the JobMaker Hiring Credit scheme, eligible employers can:

- access a payment for each new eligible additional employee they hire between 7 October 2020 and 6 October 2021, for up to 12 months from their employment start date.
- claim payments in arrears from us every 3 months (for each JobMaker Hiring Credit period) from 1 February 2021 until 31 January 2023.

- > Find out more: [ato.gov.au/JobMaker](https://ato.gov.au/JobMaker)

## Section A: Employer to complete

### Employer details

#### 1 Business name

#### 2 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

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## Section C: Age condition


### 6 Date you started employment with the employer outlined in section A

DD/MM/YYYY

### 7 At the time you started your employment you were

aged 16 to 29 (inclusive)

aged 30 to 35 (inclusive)

 It is important you provide this information to your employer because it is required under the JobMaker Hiring Credit Scheme and will be provided to the ATO to determine the level of subsidy your employer is entitled to.

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## Section D: Employee notice

### 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).
- Your employment started with the employer outlined in Section A on, or after, 7 October 2020 and before 6 October 2021.
- At the time you started employment you were aged between 16 to 35 years old (inclusive).
- In the 84 days (6 fortnights) before you started employment, you received one of the following income support payments, including days with a nil payment, for at least 28 consecutive days (2 fortnights):
  - JobSeeker Payment
  - Youth Allowance (unless they you are undertaking full-time study or are a new apprentice), or
  - Parenting Payment.

In providing this notice I:

- (i) agree that I meet the eligibility requirements listed above, and
- (ii) confirm that one of the following applies:
  - a. I have not provided any other employer a notice for the purpose of the JobMaker Hiring Credit scheme; or
  - b. I have stopped employment with the employer with which I had previously agreed to be nominated.

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## 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.

 This is a third party form, as such the Commissioner is not dictating the manner in which it is lodged.