

Apply for the small business fees and charges rebate

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Introduction

If you are a sole trader, the owner of a small business or a not-for-profit organisation in NSW, you may be eligible for a small business fees and charges rebate of \$1500.

This rebate helps businesses recover from the impacts of COVID-19 and encourages growth by reducing the cost of running a business. Eligible businesses or not-for-profits only need to apply for the rebate once, but can submit multiple claims until the full value of \$1,500 is reached.

Funds can be used to offset the costs of eligible NSW and local government fees and charges. These include, but are not limited to:

- food authority licences

- liquor licences
- tradesperson licences
- event fees
- outdoor seating fees
- council rates.

The rebate can only be used for eligible fees and charges due and paid from 1 March 2021. It cannot be used for fines or penalties, fees and charges that have the key purpose of discouraging behaviours or inducing behaviour changes, Commonwealth government charges, rent on government premises, or taxes. See [guidelines](#) for more information.

The rebate will be available until 30 June 2022.

Eligibility

To be eligible for this rebate, small businesses (including non-employing sole traders) and not-for-profit organisations must:

- have total Australian wages below the NSW Government 2020-2021 payroll tax threshold of \$1.2 million
- have an Australian Business Number (ABN) registered in NSW and/or have business premises physically located and operating in NSW
- be registered for goods and services tax (GST)
- provide a declaration that the business has a turnover of at least \$75,000 per year.

Note: Only one \$1500 rebate is available for each ABN. Not-for-profit organisations are not subject to the GST requirement but must demonstrate a turnover of more than \$75,000 per year.

What you need

To apply for the rebate, you'll need:

- a MyServiceNSW Account
- your [proof of identity](#)
- your valid ABN/ACN
- your business banking details for payment
- other evidence for [not-for-profits](#), including an [accountant's letter](#) verifying turnover of more than \$75,000 per year.

You will need to supply supporting documentation when applying for the rebate and each time you make a claim.

For each claim you make, you will need to provide invoices and receipts showing payment of eligible fees or charges.

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.

How to apply

1. Have your documentation and evidence ready for uploading. You cannot save and resume your application once you've started.
2. Check the [eligibility criteria](#).
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 contact details.
8. Enter the required information and upload any supporting documents, then select 'Next'.
9. Enter your bank details.
10. Review your application.
11. Check the declaration boxes.
12. Select 'Next' to submit 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 within 5 minutes after completing your application, please check your junk mail folder, and then call [13 77 88](tel:137788).

After your application is received, it will be reviewed by Service NSW. We will contact you if we need additional information to support your application. If your application is approved, you'll receive a confirmation email with details of how to make a claim.

If you're not able to apply online, please call [13 77 88](tel:137788).



Apply online



MyServiceNSW Account

Log in

Email

Continue



[Create an account instead](#)

Help

[I forgot my email](#)

Forgot password? Please enter your email above and continue.

[Service NSW](#)

[Accessibility](#)

[Privacy](#)

[Terms of use](#)

[Copyright and disclaimer](#)

Verify Identity

Verify yourself with saved documents

You can finish faster, using your saved documents:

- Australian Driver Licence
- Medicare Card

The names MUST match on your documents.

Note: You previously consented to save your identity documents. If you verify a new document, this will automatically be saved.

Note: If your Medicare card has your middle name initial, then other documents with a full middle name will be matched.

I agree for Service NSW to use the details from my documents to verify my identity.

[Terms and Conditions](#)

Check Documents

Verify other documents

< [Back](#)

Verify Identity

Identity verified



Australian Driver Licence and Medicare Card verified

Your documents were successfully verified

Thanks! You've verified your identity and may continue with the rest of your application.

[Continue application](#)



Apply for the small business fees and charges rebate

Step 1 of 5

Personal details

* indicates a required field

Full name

Your name is not editable here because you set it previously with your proof of identity documents.

Contact details

Email

Your email is editable because you logged in with this email.

Phone number *

Enter your phone number using 10 digits. Include the area code if you are entering a landline.

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Eligibility

* indicates a required field

Business name, ABN or ACN *

Enter your business name, 9 digit ACN or 11 digit ABN

Business address *

Start typing and select your address from the results that appear. If you are unable to locate your address please enter it manually.

[Can't find the address?](#)

Apply for the small business fees and charges rebate

Step 2 of 5

Eligibility

* indicates a required field

ABN	
Business name	
Entity name	
Trading name	
Status	
Entity type	
GST	
Main business location	

[Change selection](#)

Business address *

Start typing and select your address from the results that appear. If you are unable to locate your address please enter it manually.

[Can't find the address?](#)

Does your business have an annual turnover of more than \$75000? *

- Yes
- No

Were your business' Australian wages below the NSW government payroll tax threshold of \$1.2 million in FY 2020/2021? *

- Yes
- No

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Apply for the small business fees and charges rebate

Step 3 of 5

Payment details

* indicates a required field

Enter the bank details for your business into which the reimbursements should be paid.

Business bank account name *

BSB *

Enter your 6 digit BSB

Account number *

Enter your 5-9 digit account number with no spaces or symbols

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[Next](#)

Review your application

* indicates a required field.

1 Important

Please ensure that the details listed below are correct. Any incorrect information may cause a delay in processing your application.

Personal details

Full name: [Redacted]

Email: k[Redacted]

Phone: 0[Redacted]

[Edit...](#)

Eligibility details

Business name (A[Redacted])

Business address [Redacted]

Business annual t[Redacted]

Business's Austr[Redacted]

[Edit...](#)

Banking details

Acco[Redacted]

BSB: [Redacted]

Acco[Redacted]

[Edit...](#)

Declaration

Please read the [Terms and Conditions](#) and [privacy statement](#).

- I have read and accept the Terms and Conditions. Our privacy statement explains how we collect and use information.*
- I am authorised to apply on behalf of this business and I declare that the information I have provided in this application is, to the best of my knowledge, true, accurate and complete. I consent to any information I provide being audited and I understand that I may be required to provide evidence of statements made in this application.*
- I consent to Service NSW providing this business's ABN to the Department of Customer Service (Revenue NSW) to check if the business is registered for payroll tax, and Revenue NSW disclosing to Service NSW whether or not the business is registered for payroll tax.*
- I understand that it's an offence under the Crimes Act 1900 (NSW) to provide false or misleading information to a public authority.*

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[Submit](#)

Declaration

Please read the [Terms and Conditions](#) and [privacy statement](#).

- I have read and accept the Terms and Conditions. Our privacy statement explains how we collect and use information.*
- I am authorised to apply on behalf of this business and I declare that the information I have provided in this application is, to the best of my knowledge, true, accurate and complete. I consent to any information I provide being audited and I understand that I may be required to provide evidence of statements made in this application.*
- I consent to Service NSW providing this business's ABN to the Department of Customer Service (Revenue NSW) to check if the business is registered for payroll tax, and Revenue NSW disclosing to Service NSW whether or not the business is registered for payroll tax.*
- I understand that it's an offence under the Crimes Act 1900 (NSW) to provide false or misleading information to a public authority.*



Warning

Once you submit this application, the information provided will be assessed. Any suspected instances of fraud will be investigated and if necessary, your details will be passed on to the relevant authorities.

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[Submit](#)

Step 5 of 5



Your application has been submitted for assessment

We have sent a confirmation email to [redacted]

Application details

Reference number
Application
Lodgement

What's next?

- 1. We'll assess your application**
We'll aim to process it within 5 business days. We assess all applications against the program's Guidelines.
- 2. You can check its progress**
You can track it in your Business Profile. If you didn't already have one, we've created one for this business in your MyServiceNSW Account.

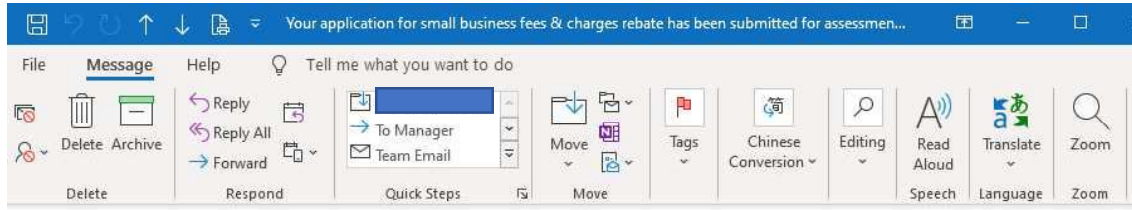
To track your application:

- go to service.nsw.gov.au/business
- log in to your MyServiceNSW Account with this email address
- select 'Applications' to see its progress.

- 3. We'll let you know soon**
If your application is approved, we'll email you soon with details of how to get started and make a claim.

How was your experience?





Your application for small business fees & charges rebate has been submitted for assessment



Service NSW <no-reply@service.nsw.gov.au>
To [Redacted]

Reply Reply All Forward

Fri 16/04/2021 09:33

If there are problems with how this message is displayed, click here to view it in a web browser.

Need help? Visit service.nsw.gov.au



Service NSW will never send you an email that links to a login page or asks for personal details.

Your application for small business fees & charges rebate has been submitted for assessment

Hello [Redacted]

Thanks for applying your business for the small business fees and charges rebate. We're pleased to confirm that we've received it.

Your application details are:

Reference num [Redacted]
Lodgement dat [Redacted]

What happens next?

- We'll assess your application**
We may contact you if additional information is needed. We assess all applications against the program's [Guidelines](#).
- You can check its progress**
You can track it in your Business Profile. If you didn't already have one, we've created one for this business in your MyServiceNSW Account.