

PROTECT YOUR LONG SERVICE ENTITLEMENT

If your employer stops trading or goes broke you should:

- 1. Ask for an End Notice to be lodged**
 - Ask your employer to lodge an *End Notice* for you that includes your last day of work.
- 2. Check your long service record online**
 - You can check your long service record or change your contact details online at any time.
- 3. Check your Annual Statement for missing service**
 - Employers that go out of business sometimes fail to lodge a final *End Notice* for their workers. This means you could miss out on having periods of employment recorded.
 - Always check your Annual Statement. If periods of employment on building and construction work are not shown on your statement, follow the instructions that are provided with the statement.
- 4. Check with us before accepting a payment for long service from a liquidator**
 - If you are offered a long service entitlement as part of a termination payment by a liquidator (the person assisting in the winding up of an employer's business) we recommend you first check with us before accepting this payment.
 - Sometimes payments offered by liquidators are less than your full entitlement.

FOR MORE INFORMATION



CUSTOMER SERVICE

13 14 41

www.longservice.nsw.gov.au