

HOW TO REGISTER TO THE WORKER PORTAL

- Go to our **Online Services** at www.longservice.nsw.gov.au/online-portal
- Under the heading **Building and Construction Industry**, select **Worker Login**
- Click on **Register** and enter your worker registration number, surname, date of birth and email address
- Create your password, confirm and click on **Register**
- A verification email will be sent to confirm your registration
- Login using your worker registration number and password
- Click on **Annual Statement** to download your statement.

WHY AM I GETTING THIS STATEMENT?

Your annual statement is a record of the number of days you have recorded with the Long Service Corporation (NSW), for work performed in the building and construction industry.

WHAT SHOULD I DO IF MY STATEMENT IS INCORRECT?

The two most common reasons why your statement maybe incorrect are, your certificates have not been lodged by your tax agent, or the figures provided by your tax agent are incorrect. To correct your statement, contact your tax agent to either, lodge your certificate/s or review the figures and have them re-lodge your certificate/s.

Ensure your contact details are accurate and up to date, as it may affect your ability to claim once you are entitled to do so. To update your details you should complete a Record Update form at www.longservice.nsw.gov.au/bci/workers/record-update-form

CAN I CHECK MY LONG SERVICE RECORD ONLINE?

Yes - Online is the quickest way to check your current service balance. You can view the last five years of service, update your contact details, request a new registration card or advise us if you have more than one registration number.

To use this facility, go to www.longservice.nsw.gov.au/online-portal and under the **Building and Construction Industry** heading, click on **Worker Login**.

HOW DOES MY TAX AGENT WORK OUT MY INCOME THAT DETERMINES HOW MUCH SERVICE I RECEIVE?

As a self employed worker your service is calculated on income, not on the time you work.

The income used, is your annual gross income from building and construction work performed in NSW, less any prescribed costs relating to materials, service and labour. It does not include any other income, such as dividends or income from overseas or interstate. This may be different to your taxable income.

Where your income is equal to or greater than the award rate for a carpenter/joiner, one year (220 days), will be added to your record. Where less, a proportional number of days will be added.

INCOME

Your income is your assessable income and only includes income from eligible building and construction work performed in NSW. It does not include any other income such as dividends or income from overseas or interstate.

NOTE: GST is not applicable

PRESCRIBED COSTS

Your prescribed costs are the costs of materials, labour and services incurred in earning income from building and construction work.

Materials - includes the costs of materials used in building and construction work, but excludes materials used in the office, costs of cars and phones.

Labour - includes the costs relating to the people you employ to assist you in performing building and construction work. For example their wages, subcontractor payments, superannuation and worker's compensation premiums.

Services - includes varying types of labour services that can be engaged to assist in the building and construction process. For example, surveying or geo-technical services. Services do not extend to equipment leasing, repairs or maintenance costs.