

## BUILDING & CONSTRUCTION INDUSTRY INFORMATION ABOUT YOUR PAYMENT



### YOU NEED TO PROVIDE A CERTIFIED COPY OF YOUR IDENTIFICATION

Your passport, driver's licence or birth certificate must be certified as a true copy of the original.

### WHO CAN CERTIFY A COPY OF MY IDENTIFICATION?

A Justice of the Peace; a Police Officer; a pharmacist; a medical practitioner; a solicitor; a member of Chartered Accountants Australia and New Zealand, CPA Australia or the Institute of Public Accountants (IPA); a registrar or deputy registrar of a court; notary public officer or an officer of the Long Service Corporation.

**! WITHOUT A CERTIFIED COPY OF YOUR IDENTIFICATION, YOUR APPLICATION WILL NOT BE PROCESSED**

### HOW WE WORK OUT YOUR PAY RATE

You need to provide a description of the type of work and duties performed. For example, you may be a cabinetmaker and the duties you perform could be the manufacturing of built-in wardrobes, kitchens and bathroom vanity units. You should also advise if you have any trade qualifications, licences (if applicable) or if you supervise other workers.

**If you are a supervisor, please provide additional information on the Declaration over the page.**

**ALL PAYMENTS ARE BASED ON THE TYPE OF WORK PERFORMED DURING YOUR LAST 55 DAYS OF ELIGIBLE RECORDED SERVICE.**

#### **Self-employed workers (partnerships/sole traders/sub-contractors):**

Payments are calculated at the award rate applicable to the type of work performed.

#### **Employee or a working director:**

Payments are calculated at the award or a registered agreement rate.

- If you are an employee paid under a registered agreement with the Fair Work Commission, you must have your employer complete the **Agreement Details** section on your application. **The Agreement Number** (eg AE99999, AG 2016/9999) **must be provided**.
- If you are a working director paid under a registered agreement with the Fair Work Commission, then you must supply your two most recent payslips to show you are paid according to that registered agreement.

#### **Supervisors/foreman/leading hands:**

If you are working as a supervisor, your payment will be calculated at the rate of pay applicable to the majority of workers you are supervising.

- You must provide more information about your supervisory role on the **Declaration** over the page.

If you supervise employees paid under a registered agreement with the Fair Work Commission, the **Agreement Details** section must be completed with the agreement and classification details of the majority of employees you supervise.

**For further information regarding awards and registered agreements, please refer to the Fair Work Ombudsman website at [www.fairwork.gov.au](http://www.fairwork.gov.au)**

### HOW WE CALCULATE YOUR PAYMENT

Section A of the Application for Payment has the recorded service you requested to claim shown in years and days. A year of recorded service is 220 days. To work out the total number of days service, you must multiply the number of years by 220 and then add the number shown as days.

For example - a claim for 16 years and 62 days is equal to 3582 days service.

**The following formula is used to calculate the gross amount the Corporation pays you for your long service.**

$$\frac{\text{Days service}}{220} \times 0.8667 \times (\text{weekly award rate or weekly registered agreement base rate}^*)$$

*\*Please note some allowances may also be included in the weekly rate of a registered agreement.*

PAYG withholding (Tax) is withheld as required by Australian Taxation laws. If you do not provide your tax file number, tax will be withheld at the highest marginal rate.

**CONTINUES NEXT PAGE**

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### ARE YOU LEAVING THE INDUSTRY AND HAVE LESS THAN 10 YEARS RECORDED SERVICE?

If your payment is for less than 10 years and you are leaving the building and construction industry, your registration will be cancelled following payment. If you return to the industry in the future, you will not be able to record service for 12 months from the date your claim was paid.

**⚠ ONCE PAYMENT IS MADE, THE CORPORATION IS UNABLE TO MAKE ADJUSTMENTS. IT IS IMPORTANT YOU CHECK THAT YOUR SERVICE RECORD IS CORRECT.**

### ADDITIONAL INFORMATION DECLARATION

- Provide a description of the work and type of duties performed including your licence number (if applicable).
- If you are employed as a supervisor/foreman or leading hand provide:
  - An estimate of the average time you spend supervising and/or working on the tools;
  - How many workers you supervise; and
  - The type of trades/classifications/construction work you supervise. If you supervise more than one type of trade you will need to indicate the trade/classification of the majority of the workers you supervise.

#### No personal bank account:

- If you do not have a personal bank account and require payment by cheque please declare this below.

### DECLARATION

Worker registration number

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I (full name of declarant):

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Do solemnly and sincerely declare that:

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I declare that the information I have given in this declaration and in accompanying documents is true and correct and that all copies of supporting documents supplied are true copies. I make this declaration with the knowledge that a false or misleading statement may result in a penalty of up to \$5,500 under the provisions of Section 58A of the Building and Construction Industry Long Service Payments Act 1986 (as amended).

Signature

Date

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### RETURN

Please complete this declaration and return with your Application for Payment to:

 Scan and email to [info@longservice.nsw.gov.au](mailto:info@longservice.nsw.gov.au) **or**  Post to Locked Bag 3000, Central Coast MC, NSW 2252