

ARE YOU A CONTRACTOR?

To determine whether you are an employee or contractor use the available tool located on the www.ato.gov.au website or visit www.fairwork.gov.au for more information. If you are a partner in a partnership, a trustee or a working director, you may also be an employee or contractor.

What do I have to do?

1. Register as a worker by completing a Worker Registration Application.
2. Have your tax agent lodge a *Self Employed Worker Certificate of Service* each year to record your work in the building and construction industry. They can do this online via our Tax agent facility.
3. Keep your contact details up to date. We regularly send you important information about your record. If you change your contact details please tell us, you can change your details on the website if you do not have access to a computer ring the helpline. If you cannot be contacted you may lose your entitlements.
4. Check your Annual Statement. Every year we send a statement that details the service record, you can also view this service on the web site. If there is service missing, you need to complete a record update form.

How is my service calculated?

Days of service are added to your record based on your net income (ie your annual gross income from building and construction work in NSW less losses and outgoings relating to materials and contracts for labour and services).

Your net income is compared to the pay rate applicable to a Carpenter/Joiner. If your net income equals or is higher than this rate you will be credited with a full year's service (220 days). If your net income is less, you will receive a proportionate number of days.

Example

If you had a net income of only \$36,000 the following formula would be used to calculate the number of days to be added to your record:

$\$36,000 \times 220 = 163 \text{ days}$ (220 days is one year's service)

\$48,579 (this was the award rate for the 2019/20 year)

*Carpenter/Joiners award rate for 2019/20

How much do I get?

After 10 years recorded service, you are entitled to receive 2 months (8.6 weeks) pay. The payment is calculated at the current award rate.

When can I get a long service payment?

Long service payments may be claimed after recording:

- After 10 years recorded service
- After 5 years recorded service, if you are permanently ceasing work in the industry
- After 55 days recorded service, if you become permanently incapacitated for work in the industry or are 55 years or more of age and retire from the industry, or are paid a repatriation pension.

In the event of your death your Estate may apply to the Corporation for a payment, if you have recorded 55 days of service. The amount paid will be based on the total recorded service on your record and the type of work you perform.



INTERPRETER SERVICES

If you need an interpreter, call **TIS National** on **13 14 50** and ask them to call **Long Service Corporation** on **13 14 41** or for more information visit www.tisnational.gov.au

