

To become eligible to receive a long service payment from the Corporation your service must be recorded. How service is recorded by the Corporation is determined by your employment status.

A. IF YOU ARE AN EMPLOYEE

It is a requirement that employers in the building and construction industry in NSW notify the Corporation when they start or end a workers employment.

From these notifications the Corporation will, at the end of each financial year, send employers a list of the workers that are recorded as working for them. The employer must confirm this information. From this information the Corporation adds service to worker's long service records.

Around October and November each year the Corporation sends an Annual Statement to each registered worker that shows what service has been added to their record in the previous financial year.

Workers should check their statement carefully to make sure their employer has sent the correct information to the Corporation. Workers can also check their service and contact details anytime online via the Corporation's website. Details on how to do this are on the website at www.longservice.nsw.gov.au or call our **HELPLINE** on **13 14 41** for assistance.

B. IF YOU ARE A CONTRACTOR

If you work for yourself in the building industry and want to have your service recorded for the purpose of claiming a long service payment you must first register as a worker with the Corporation.

Once registered the Corporation will send you a *Self Employed Certificate of Service* at the end of each financial year. You must have this completed by a registered tax agent and return it to the Corporation.

Service is added to your long service record based on your net income from the building and construction industry in NSW each financial year. Further information on how your net income is assessed is available by phoning our Helpline or visiting our Website.



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

