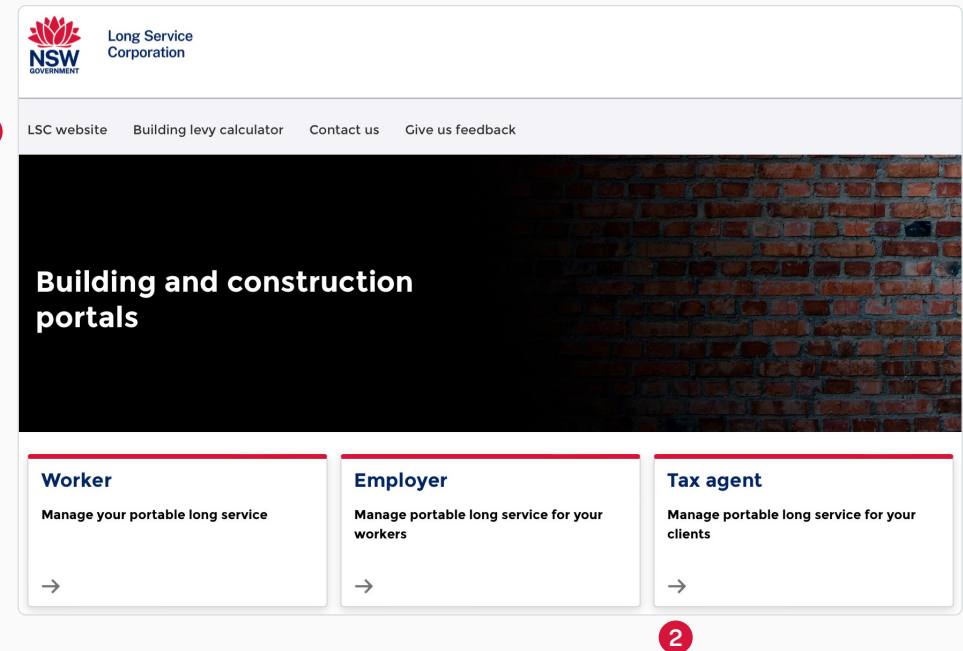


Building and Construction Industry VIEW ANNUAL STATEMENT – TAX AGENT GUIDE

How to view an annual statement on behalf of a worker

Log in to the tax agent portal

1. Go to the [Building and Construction portal](#)
2. Select the Tax agent tile.



3. Enter the registered email address
4. Enter the password of the account
5. Select the Log in button.

Log in / Register

Log in with LSC account

Email

Password

☐ Show password[Forgot password](#)

Log in as the worker

6. Select the Linked Workers tab.



Long Service
Corporation



Tax Agent Name

[Home](#)[Business Details](#)[Linked Employers](#)[Linked Workers](#)[Support Tickets](#)[Feedback](#)

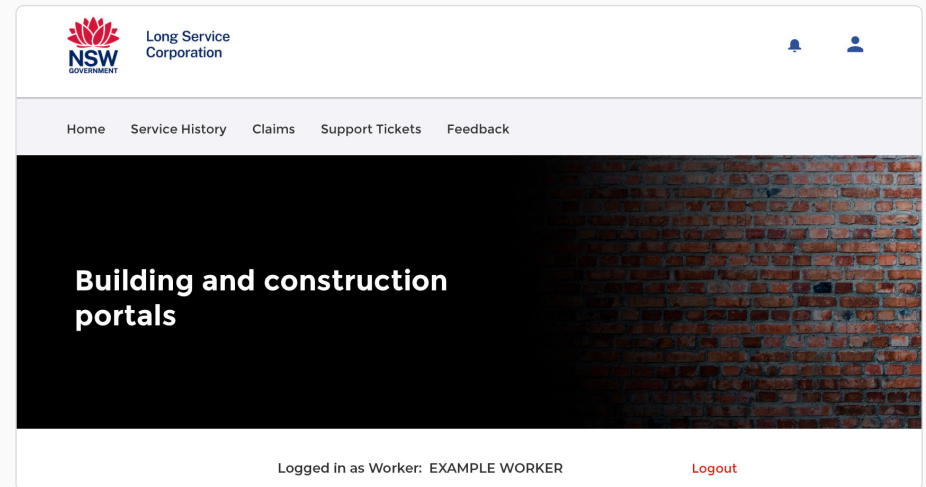
7. Select the Login button next to the relevant worker.

Linked Workers

Name	Number	Linked Date	Worker Star...
WORKER NAME	W11132051	23/01/2024	23/01/2024

The page will refresh and you'll be logged in as the worker.

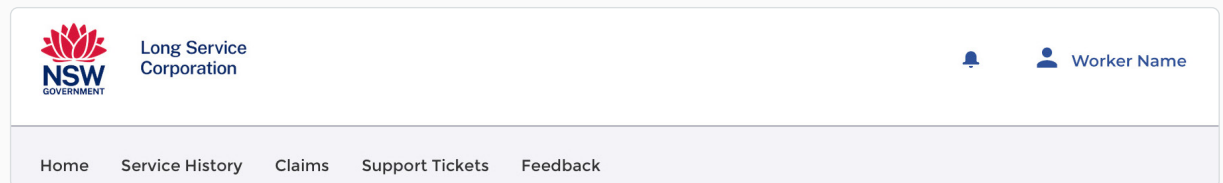
8. Select the **Logout** link when finished.



8

View statement

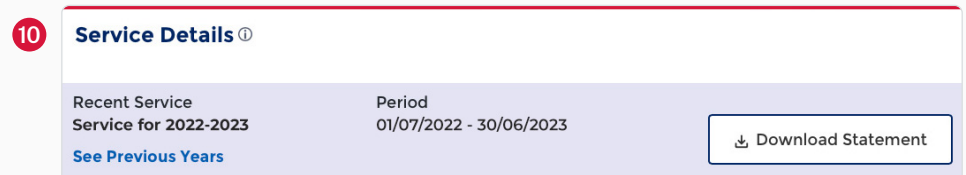
9. Select the **Home** tab.



9

10. Scroll down to the **Service Details** section

11. Select the **Download Statement** button to view the worker's most recent annual statement.



11

Previous statements

- 12.** To view the worker's previous statements, select the **See Previous Years** link.

12

Service Details ⓘ

Recent Service Service for 2022-2023	Period 01/07/2022 - 30/06/2023	Download Statement
See Previous Years		

- 13.** Select the required financial period from the drop-down list.

Note: If no financial years show on the drop-down list, it means the worker doesn't have any previous statements.

13

Period

Select Year

Financial Year

2016-2017

2017-2018

- 14.** Select the **Download** button.

14

Period

Select Year

2019-2020

[Download](#)

Need support

- 15.** Raise a **Support Ticket** on the portal or call Service NSW on 13 14 41.

 Long Service Corporation

  Tax Agent Name

Home Business Details Linked Employers Linked Workers Support Tickets Feedback

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