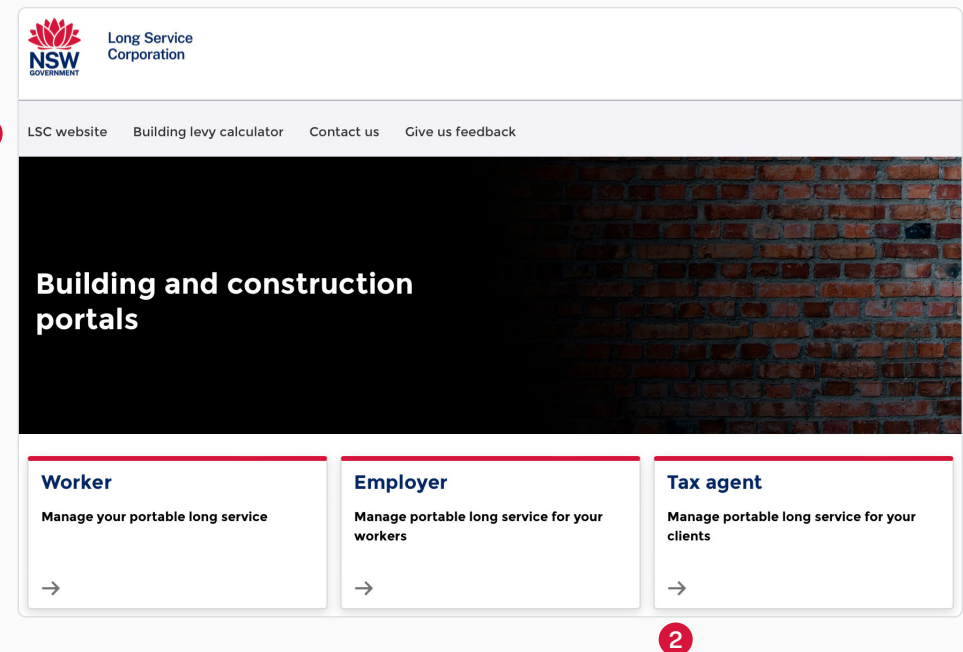


## Building and Construction Industry LODGE SELF-EMPLOYED CERTIFICATE – TAX AGENT GUIDE

### How to lodge a self-employed worker certificate of service

#### Log in to the tax agent portal

1. Go to the [Building and Construction portal](#)
2. On the Tax agent tile, select the grey arrow.



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](#)

6. Select the **Home** tab.



Long Service  
Corporation



Tax Agent Name

Home

Business Details

Linked Employers

Linked Workers

Support Tickets

Feedback

7. On the **Tax Agent account** tile, select the grey arrow.

## Welcome,

You can lodge self-employed certificates for your clients and access employer and worker accounts where you are listed as an authorised contact.

**Service Return Due (FY 2022-2023)**  
To see details of service return, [click here](#)

### Tax Agent account

Lodge self-employed certificates for your Clients.



### Linked Employers

Keep your worker records and their service history upto date.



### Linked Workers

View workers where you are listed as an authorised contact.



## Search for client

8. Under the **Client Records** section, type in the search bar either their name or worker number
9. Select the relevant **worker number**.

**Client Records**

Lodge ServiceView Draft Lodgment

8

Number	Client Name	Date of Birth
9 W01205217	Worker Name 1	11/11/1992
W01205218	Worker Name 2	04/11/1993
W01205623	Worker Name 3	31/01/1997
W01205652	Worker Name 4	25/02/2000

10. Review the information in the **Client Details** section
11. Check the service in the **Lodgment Details** section
12. Select the **Lodge Service** button.

10 **Client Details**

Worker Number:

W01205217

First Name:

First Name

Middle Name:

Last Name:

Last Name

Date of Birth:

11/11/1992

11 **Lodgment Details**

Lodge Service12

Sort By

Submitted

FY	Start Date	End Date	Accessible Inco...	Prescribed Costs	Status	Submis...	Submitted By
2022-2023	01/07/2022	30/06/2023	\$15,000.00	\$500.00	Submitted	07/11/2023	Tax Agent Name
2021-2022	01/07/2021	30/06/2022	\$10,000.00	\$250.00	Submitted	23/01/2024	Tax Agent Name
2020-2021	01/07/2020	30/06/2021	\$12,000.00	\$300.00	Submitted	23/01/2024	Tax Agent Name
2019-2020	01/07/2019	30/06/2020	\$22,000.00	\$650.00	Submitted	23/01/2024	Tax Agent Name

## Complete form

**13.** Under **Service Details**, fill in the required information.

### Client Details

13

#### Service Details

**Worker Number** \*

Include the 'W' at the beginning of the number. ⓘ

W01205217

**First/Given Name** \*

**Middle Name**

**Surname/Family Name** \*

**Date of Birth** \*

DD/MM/YYYY ⓘ

**Email** \*

**Phone Number** ⓘ

NSIB

**Mobile Number** ⓘ

**Financial Year** \*

2022-2023 ▼

**Start Date** \*

1/7/2022 ⓘ

**End Date** \*

30/6/2023 ⓘ

**Assessable Income** ⓘ

Enter amount only up to 2 decimal places

**Prescribed Cost** ⓘ

Enter amount only up to 2 decimal places

**Work Type** \* ⓘ


Select the type of work the worker primarily carries out in the building and construction industry in NSW

Choose Work Type ▼

## Declaration

14. Verify you've read and understood the declaration by checking the box
15. Select the **Submit** button.

### Declaration

 I verify that I have printed a copy of this service document and that the worker has read, signed and dated the Workers Declaration and Authorisation and the particulars shown under assessable income and prescribed costs are as declared in my client's Income Tax Return for the same period.

I understand that providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under the Building and Construction Industry Long Service Payments Act 1986.

☐ I hereby declare that I am authorised to act on behalf of the business and the information I have provided is true and correct to the best of my knowledge.

Close

Save As Draft

Print

Submit

Note

## Need support

16. 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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