

Long Service Levy - a better way to pay

Managing your Levy payments online with your Long Service Corporation account is easy.



How to make a new levy payment

To login for the first time to pay a levy, select **Pay New Levy** located at the top of the screen.

Home Levies **Pay New Levy** Business Details Support Tickets LSC Website Feedback



Pay New Levy

Select the business you are paying the levy for by locating it in the drop-down list.

Select the business you are paying the levy for

Select **Pay New Levy**

Welcome Bob

Pending Actions

No pending actions to show

Pay New Levy

Support Tickets

New Ticket

Ticket No.	Date	Subject	Status
00001227	30 Jul 2021	Not For Profit Exemption	New
see all →			

The dashboard will help you keep track of all your levy payments, approvals, and support requests when you have started transacting in your **LSC account**.



Add the development details

Select the **Application Type** from the drop-down list.

All fields are mandatory except for the Planning Portal reference number. If you have a **Planning Portal reference number**, please enter it.

Complete the information with construction site address and start and end date.

Select **Next**

New Levy payment

Development details

Application Type [?]

Select an Option

Planning Portal reference number

Application number

Local Government area/authority

Construction Site address

Enter Address

Manually enter address

Construction Period

Estimated start date

Estimated end date

Next



Select if you are applying for an exemption

You are applying for a partial exemption. *(continue to page 3)*

OR

You are not applying for a partial exemption. *(continue to page 6)*

Select **Next**

Development costs

Non-profit organisations may be entitled to a reduction in the levy proportional to the amount of voluntary labour performed during the construction.

Time spent managing the project does not qualify for this exemption.

Are you applying for a **non-profit organisation partial exemption**? [?]

- ☐ Yes
☐ No

Back

Next



You are applying for a non-profit organisation partial exemption

You have selected **Yes**

Select **Next**

Development costs

Non-profit organisations may be entitled to a reduction in the levy proportional to the amount of voluntary labour performed during the construction. Time spent managing the project does not qualify for this exemption.

Are you applying for a non-profit organisation partial exemption? ⓘ

- ☒ Yes
☐ No

Back

Next



Add the development costs

Enter the total amount of the building and construction work.

Enter the estimated cost of voluntary labour.

The **Levy payable** amount will be automatically calculated.

Select **Next**

Development costs

Non-profit organisations may be entitled to a reduction in the levy proportional to the amount of voluntary labour performed during the construction. Time spent managing the project does not qualify for this exemption.

Are you applying for a non-profit organisation partial exemption? ⓘ

- ☒ Yes
☐ No

Total cost of building and construction work (inclusive of GST) ⓘ

Enter amount only up to 2 decimal places

Estimated cost of your voluntary labour (inclusive of GST) ⓘ

Enter amount only up to 2 decimal places

Levy payable (subject to approval)

\$0.00

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Next



Add the development approval information

New Levy payment

Development Approval

Approving Authority/Private Certifier [?]

Contact name

Phone

Email

Back

Next

Select **Next**



Check the information in the summary is correct

If the information shown on the **Summary** is not correct, select **Edit** to make your changes before you proceed to payment.

Tick to confirm you have read the **Declaration**.

Select **Confirm and go to payment**

New Levy payment

Summary

Development details

Application Type:

Application number:

Planning Portal reference:

Local gov't area/authority:

Site address:

Construction period:

Edit

Development approval

Approving Authority/Certifier:

Contact name:

Phone:

Email:

Edit

Development costs

Total cost of work:

Levy payable:

Edit

Declaration

Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

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

Back

Confirm and go to payment



Your partial exemption application has been submitted for review

The application has been added to your dashboard where you can track the progress or add a comment.

Thank you

Reference: [00001243](#)

Your partial exemption application has been submitted for review.

Exemption applications normally take approximately 3-5 days to process. We will notify you when a decision has been made.

You can track your exemption application in your account.

Need assistance?

Please complete an [online contact form](#) or call us on 13 14 41 Monday to Friday, from 8:30am to 5:00pm.



You are not applying for a non-profit organisation partial exemption

You have selected **No**

Select **Next**

Development costs

Non-profit organisations may be entitled to a reduction in the levy proportional to the amount of voluntary labour performed during the construction. Time spent managing the project does not qualify for this exemption.

Are you applying for a non-profit organisation partial exemption? ⓘ

☐ Yes
☒ No

Back

Next



Add the development costs

Enter the total amount of the building and construction work.

The **Levy payable** amount will be automatically calculated.

Select **Next**

Development costs

Non-profit organisations may be entitled to a reduction in the levy proportional to the amount of voluntary labour performed during the construction. Time spent managing the project does not qualify for this exemption.

Are you applying for a non-profit organisation partial exemption? ⓘ

☐ Yes
☒ No

Total cost of building and construction work (inclusive of GST) ⓘ

100000

Levy payable

\$350.00

Back

Next



Add the development approval information

New Levy payment

Development Approval

Approving Authority/Private Certifier [?]

Contact name

Phone

Email

Back

Next

Select **Next**



Check the information in the summary is correct

If the information shown on the **Summary** is not correct, select **Edit** to make your changes before you proceed to payment.

Tick to confirm you have read the **Declaration**.

Select **Confirm and go to payment**

New Levy payment

Summary

Development details

[Edit](#)

Application Type:

Application number:

Planning Portal reference:

Local govt.area/authority:

Site address:

Construction period:

Development approval

[Edit](#)

Approving Authority/Certifier:

Contact name:

Phone:

Email:

Development costs

[Edit](#)

Total cost of work:

Levy payable:

Declaration

Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

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

[Back](#)[Confirm and go to payment](#)



Payment Method

Choose from the **Payment options** and complete the information required.

Select **Validate card**

Select **Pay now** to complete the transaction

Payment for

Long Service BCI Levy

Reference: 9876543

Long Service Corporation

Payment options



Credit and debit cards accepted



Card number

Test environment

Expiry date

Month

/

Year

CVN

Validate card

Payment summary

Amount \$2,450.00

Total amount \$2,450.00

Cancel

Pay now



Print your receipt

To access your receipt, select the **Levies** button located at the top of the screen.

This will take you to your dashboard where you can print your receipt.

Home Levies Pay New Levy Business Details Support Tickets LSC Website Feedback

Your payment was successful.

Thank you, please check "Levies" menu option to access the levies dashboard and print the levy receipt.

Dashboard

Levies

Ref. No.	Approval Number	Site Address	Status	
L0000001238	9876543	123 EXAMPLE ST, BUSINESSVILLE NSW 2000	Paid	▼
L0000001237	9876543	12 SAMPLE ST, BUSINESS HILLS NSW 2000	Awaiting Exemption Decision	▼
L0000001201	9876543	123 EXAMPLE ST, BUSINESSVILLE NSW 2000	Paid	▼
L0000001188	9876543	321 EXAMPLE ST, BUSINESSVILLE NSW 2000	Ready to be paid	Request support
L0000001187	9876543	12 SAMPLE ST, BUSINESS HILLS NSW 2000	Paid	Print receipt
				Top Up
				Request refund

Select the levy you just paid, then from the drop-down list select **Print receipt**.