

Annual Statement Contractor Fact Sheet

Building and Construction Industry

Log in to the portal* to view your annual statement (*released 28 August 2023)



Accessed the portal*

Log in to view your annual statement



Have not accessed the portal*

Verify your details (follow the steps on page 2)

What is an annual statement?

Your annual statement is a record of the number of days you've recorded with the Long Service Corporation (LSC), for work performed as a contractor (self-employed worker) in the NSW building and construction industry.

What should I do if my statement is incorrect?

The two most common reasons why your statement may be incorrect are either your certificates haven't been lodged by your tax agent, or the figures provided by your tax agent are incorrect. To correct your statement, contact your tax agent to either lodge your certificate/s, or to review the figures and have them re-lodge your certificate/s.

Ensure your contact details are up to date, as it may affect your ability to claim when you're entitled to do so. You can update your details by contacting us [online](#) or via the [portal](#).

How does my tax agent work out my income that determines how much service I receive?

As a contractor your service is calculated on income, not on the time you work. The income used is your annual gross income from building and construction work performed in NSW, less any prescribed costs relating to materials, service and labour. It doesn't include any other income such as dividends or income from overseas or interstate. This may be different to your taxable income.

Where your income is equal to or greater than the award rate for a carpenter/joiner, one year (220 days) will be added to your record. Where less, a proportional number of days will be added.

Note: GST is not applicable.

Prescribed costs

Your prescribed costs are the costs of materials, labour and services incurred in earning income from building and construction work.

Materials – includes the costs of materials used in the building and construction work, but not materials used in the office or the costs of cars and phones.

Labour – includes the costs relating to the people you employ to assist you in performing building and construction work. For example their wages, subcontractor payments, superannuation and worker's compensation premiums.

Services – includes varying types of labour services that can be engaged to assist in the building and construction process. For example surveying or geo-technical services. Services do not extend to equipment leasing, repairs or maintenance costs.

Access portal

1. Go to the [portal](#).
2. Select the **Worker** tile.
3. On the **Existing worker** tile, select the **Sign up to new portal** button.
4. Enter your worker number, surname and date of birth, then select the **Verify** button.
5. You'll receive an **email with a link** to complete the setup of your account.
6. Select the **Setup Account** button within the email.
7. Create a **password** that meets the criteria, then select the **Change Password** button.
8. Once verified, **log in** to the portal using your email and password.

Note: Your old login details will no longer work.

View your annual statement

1. Select the **Home** tab on the portal.
2. Scroll down to the **Service Details** section.
3. Select the **Download Statement** button.
4. Check your downloads folder for the PDF file.

