


HOW TO READ GUIDE - CONTRACTORS

! THIS IS A SAMPLE ONLY

BUILDING AND CONSTRUCTION INDUSTRY
CONTRACTORS
ANNUAL STATEMENT 2019-2020

Sample
00 Sample Street
SAMPLE NSW 0000



Long Service Corporation

A	Registration No: W1234567
B	Date Generated: 18 December 2020

C

Unclaimed Service at 30 June 2020
2 Yrs 50 Days

Total recorded service at 30 June 2019	D	10 Yrs 50 Days
Adjustments for previous years E		
Employer	Period	
Sample Pty Ltd	01/07/2018 TO 30/06/2019	
Adjusted recorded service at 30 June 2019 F		
Service for 2019 - 2020 G		
Employer	Period	
Sample Pty Ltd	01/07/2019 TO 30/06/2020	
Days credited for 2019 - 2020	H	1 Yrs 0 Days
Total recorded service at 30 June 2020	I	12 Yrs 50 Days
Claimed service at 30 June 2020	J	10 Yrs 0 Days
Unclaimed service at 30 June 2020	K	2 Yrs 50 Days

HELPLINE 13 14 41 | www.longservice.nsw.gov.au | Locked Bag 3000, Central Coast MC NSW 2252 | ABN 93 646 090 808

- A This is a unique number to identify you as a member of our scheme. Use this number to register or login to online services.
- B This is the date the information on your statement was taken from our system.
- C This is how much unclaimed service you have available as at 30 June 2020
- D This is how much service you had recorded as at 30 June 2019.
- E Service listed in 'Adjustments' is where changes have been made to your service record prior to 1 July 2020. If no changes were made, there will be nothing listed here.
- F This is how much service you had recorded on 30 June 2019 after any changes were made. If no changes were made there will be nothing listed here.
- G This is a list of all the work you have done between 1 July 2019 and 30 June 2020. If you have not worked in the industry, worked interstate or service has not been recorded for you, there will be nothing listed here.
- H This is the total number of days you have recorded between 1 July 2019 and 30 June 2020. If you have not worked in the industry, or service has not been recorded for you, this total will be 0 days.
- I This is the total number of days credited to your record since you were registered with the scheme.
- J This is the total number of days you have claimed since registering with the scheme. If you have never been paid a claim this total will be 0 days.
- K This is how much unclaimed service you had recorded as at 30 June 2020.

! When your statement says LATE next to a period of service, this means that your *Self Employed Worker Certificate of Service* was received more than two financial years from the year the work was performed.

INFORMATION

You are required to submit your certificates within 2 financial years of the work being performed. Special reasons must be given for this service to be added to your record. These reasons must adequately explain why you didn't submit your certificates earlier.