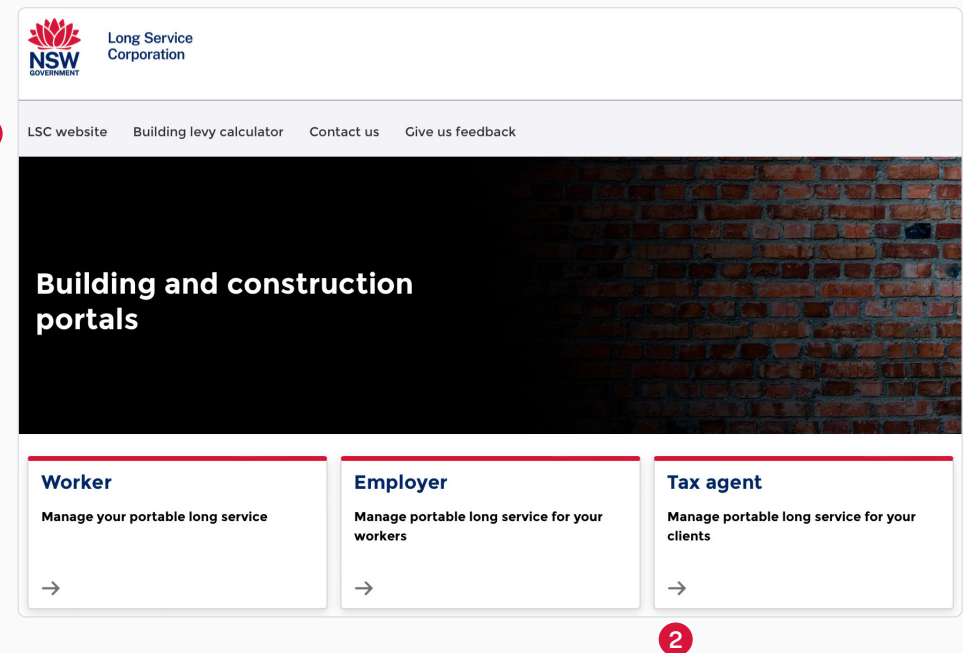


Building and Construction Industry BULK TRANSFER WORKERS – TAX AGENT GUIDE

How to bulk transfer workers on behalf of an employer

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](#)

Log in as the employer

6. Select the Linked Employers tab.



Long Service
Corporation



Tax Agent Name

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

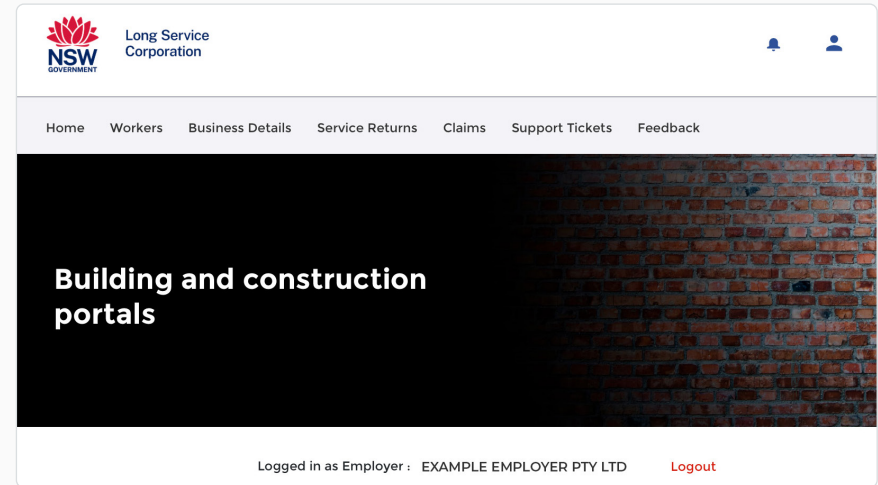
7. Select the Login button next to the relevant employer.

Linked Employers

Name	ABN	Linked Date	Main Contact
Example Employer Pty Ltd	01234567891	23/01/2024	Employer Name

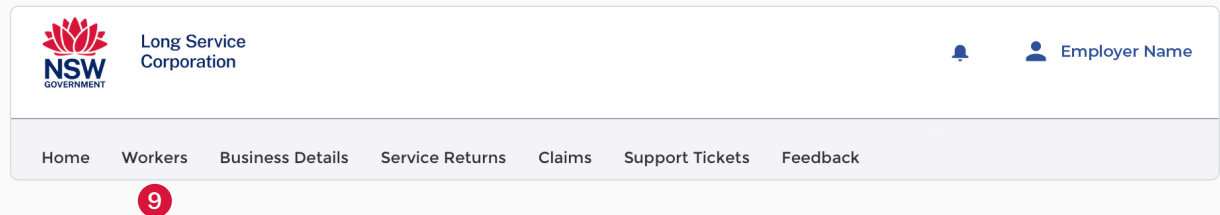
The page will refresh and you'll be logged in as the employer.

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

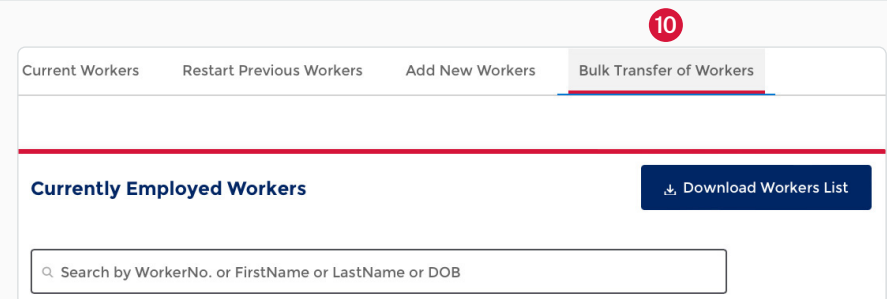


Transfer workers

9. Select the **Workers** tab.



10. Select the **Bulk Transfer of Workers** tab.



Information and new entity details

11. Read the information provided to assist with transferring the workers
12. Enter the **ABN** of the new entity you're transferring the worker/s to
13. Enter the **Employer Registration Number** of the new entity
14. Select the box next to the worker/s you're transferring
15. Select the **Submit** button.

Note: When the request is approved, the worker/s will no longer be listed under the **Workers** section with this entity.

Current Workers Restart Previous Workers Add New Workers Bulk Transfer of Workers

11 Bulk Transfer of Workers

- Bulk transfer of worker enables you to transfer workers from your old entity to a new entity. You must be logged into the old entity you wish to transfer workers from.

Before you can start the transfer

- If you have not yet registered the new entity, go to [employer registration](#). Make sure you have the ABN number of the new entity.
- You must be logged into the old entity to end employment for the relevant workers
- Go to the "Current workers" tab. Select the worker you wish to end employment for by selecting their worker number
- Scroll down to the section titled "Worker employment details" and select "End employment"
- Provide the termination date (i.e. the date the entity ceased, or if the worker terminated prior to ceased date enter that date) and select the "Submit" button
- Repeat the above steps for every worker you wish to transfer.

Steps to transfer workers

- Enter the ABN number and Employer registration number of the new entity you wish to transfer to.
- Only select the workers who are currently employed under the new entity and select "Submit". The transfer may take some time to complete.
- Support tickets are created for action by Long Service Corporation. You will be notified of the next steps once the transfer is complete.

ABN of new entity*
The number must be 11 digit long and not include spaces.

12

Employer Registration Number of new entity*
You have received the employer registration number in your registration email.

13


<input type="checkbox"/> Worker Number	First Name	DOB	Start Date	Termination Date
<input type="checkbox"/> W14496151	WORKER 1	11/4/1984	1/1/2021	
<input type="checkbox"/> W01205794	WORKER 2	1/9/1987	1/8/2023	



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15 Submit

Need support

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

 Long Service Corporation

  Tax Agent Name

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