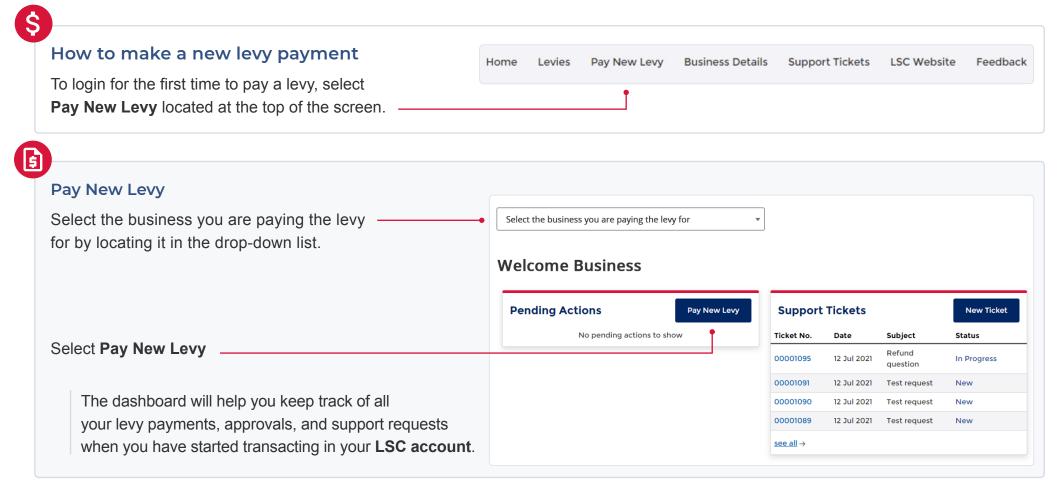
LEVY PORTAL GUIDE INSTALMENT PLAN NOT EQUAL PAYMENTS



Long Service Levy - a better way to pay

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

To apply for an instalment plan the cost of construction must be more than AUD\$10M and construction timeframe longer than 12 months. Refer to the Levy Portal Guide - Pay a Levy Business for a step-by-step guide to paying a levy.





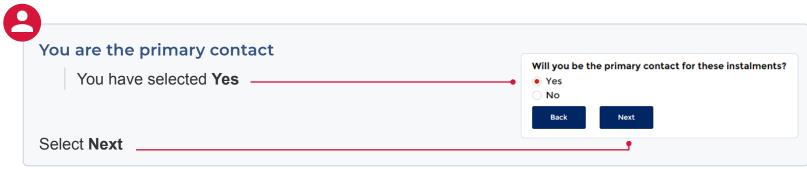
New Levy payment Add the development details **Development details** Application Type Select the **Application Type** from the drop-down list. ____ Select an Option Planning Portal reference number All fields are mandatory except for the Planning Portal reference number. If you have a Planning Portal **Application number** reference number, please enter it. Complete the information with construction site Local Government area/authority address and start and end date. **Construction Site address** Q Enter Address Manually enter address The **Construction Period** must be longer than 12 months. **Construction Period Estimated start date** Estimated end date Select Next __ Next

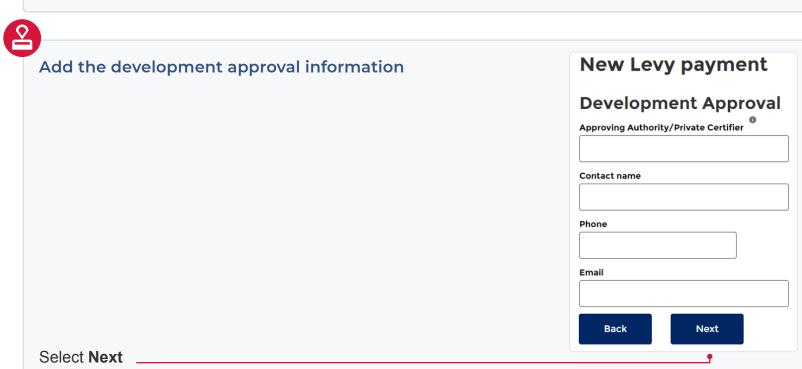


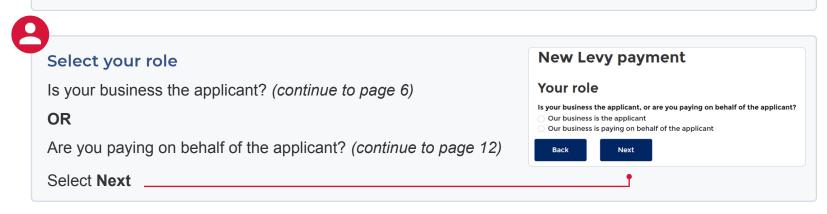
Add the development costs Add the total amount of the building and construction work. The construction costs must be more than AUD\$10M. The Levy payable amount will be automatically calculated. Select Next New Levy payment Development costs Total cost of building and construction work (inclusive of CST) Enter amount only up to 2 decimal places Levy payable So.00

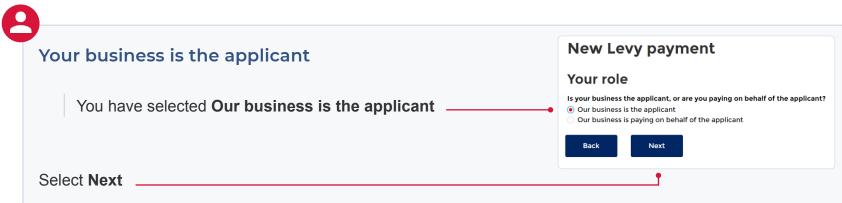


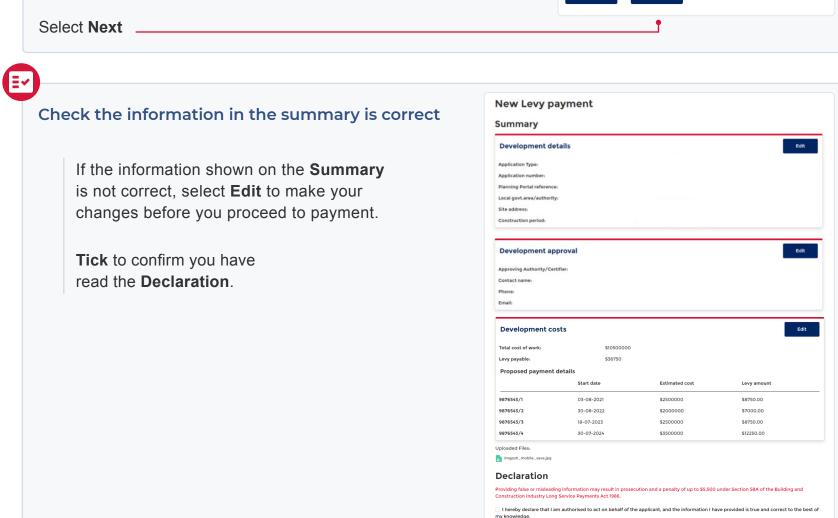
You are requesting to pay by instalments	New Levy payment
	Application to pay by instalment
	You may be permitted to pay the levy by instalment if you meet the instalment criteria.
	Applications are not automatically approved. You may be required to upload documentation to support your application and you will be advised at a later date whether your application has been successful.
	Instalment applications cannot be approved where work has already commenced.
Select Yes	Would you like to submit an application to pay the levy by instalment? • Yes No
Select to Provide your proposed scheduling	You can Pay the levy in preset equal instalments
of the stages of work.	Provide your proposed scheduling of the stages of work
	9876543/1: Proposed start date Stage Construction cost Levy amount \$0.00
Enter in the proposed dates and construction costs to	9876543/2: Proposed start date Stage Construction cost Levy amount
create an instalment plan to suit your stages of work.	\$0.00
Make sure the staged costs of your proposed plan	9876543/3: Proposed start date Stage Construction cost Levy amount \$0.00
match your total building and construction costs.	9876543/4: Proposed start date Stage Construction cost Levy amount
	\$0.00
Select if you will be the primary contact for these instalments.	Add a CC/stage Total cost Total levy amount
Select if you will be the primary contact for these installments.	\$0.00
Yes - you are the primary contact. (continue to page 5)	Will you be the primary contact for these instalments?
OR	Yes No
No - you are not the primary contact. (continue to page 8)	Back
Select Next	











Select Confirm and go to payment

Confirm and go to payment



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

New Levy payment

Thank you

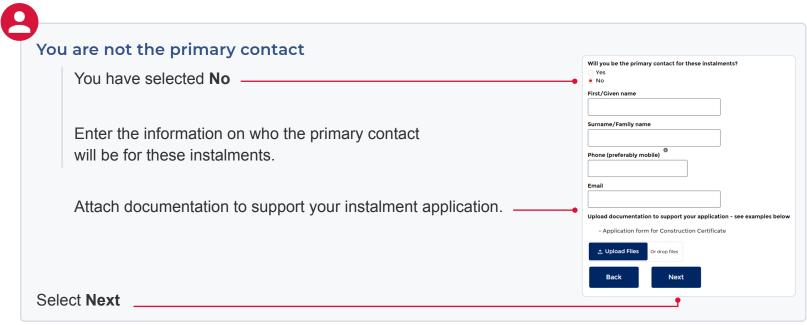
Reference: 0000114

Your application to pay the Long Service Corporation Levy by Instalments has been submitted for review

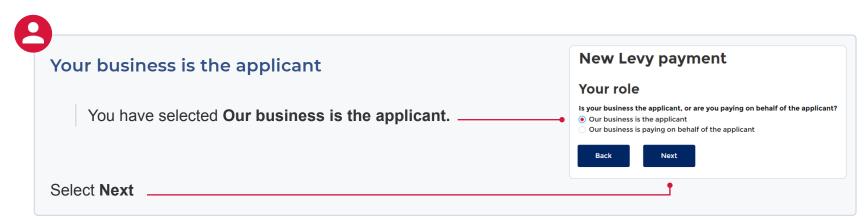
We will notify you of the outcome via the email provided as soon as possible. You can track your application by logging into your account.

Need assistance?

YOU ARE NOT THE PRIMARY CONTACT - YOUR BUSINESS IS THE APPLICANT





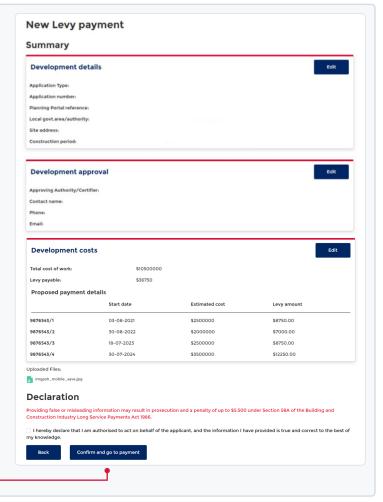




Check the information in the summary is correct

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



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

New Levy payment

Thank you

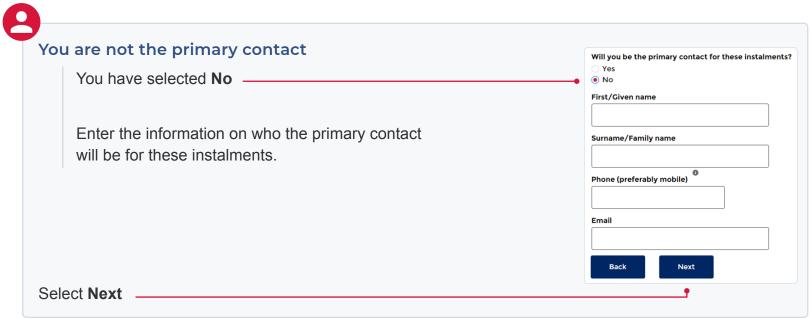
Reference: 0000114

Your application to pay the Long Service Corporation Levy by Instalments has been submitted for review

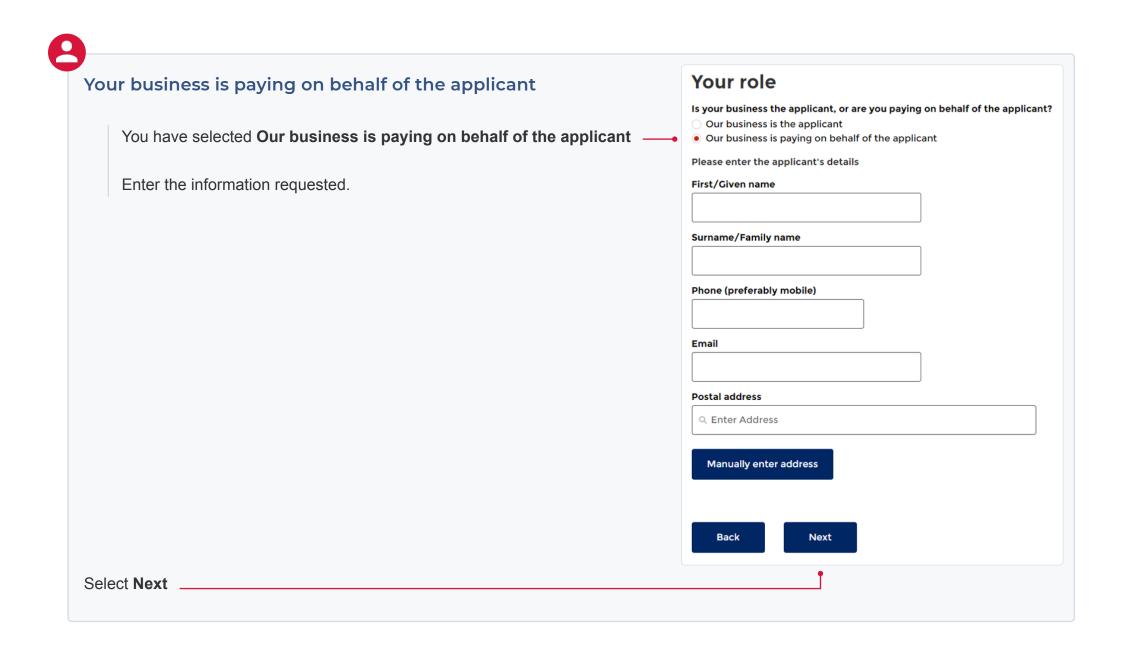
We will notify you of the outcome via the email provided as soon as possible. You can track your application by logging into your account.

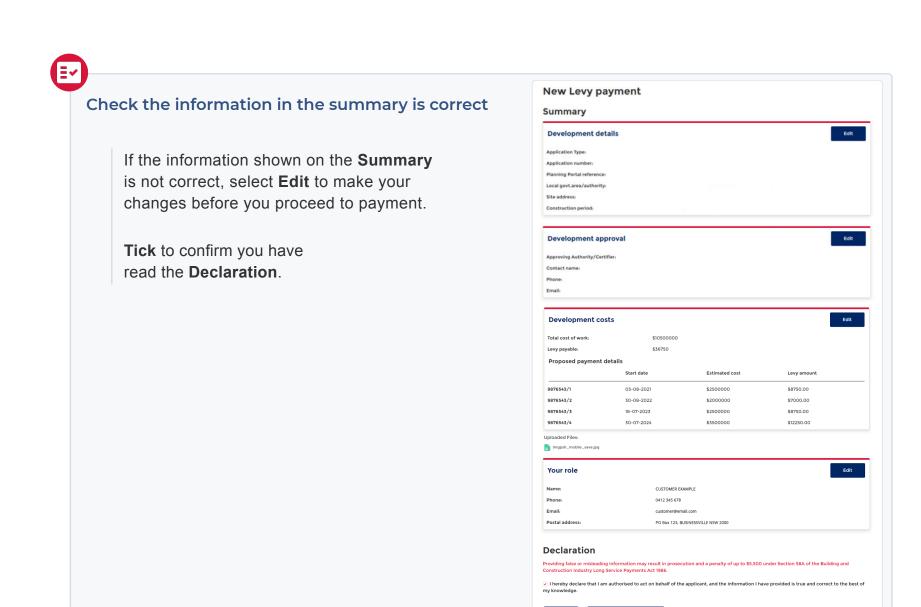
Need assistance?

YOU ARE NOT THE PRIMARY CONTACT - YOUR BUSINESS IS PAYING ON BEHALF OF THE APPLICANT



Add the development approval information	New Levy payment
	Development Approva
	Approving Authority/Private Certifier
	Contact name
	Phone
	Email





Confirm and go to payment

Select Confirm and go to payment



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

New Levy payment

Thank you

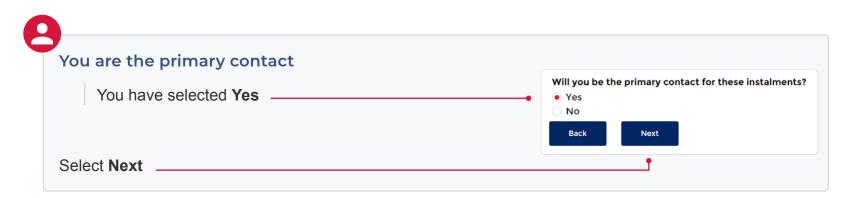
teference: 00001149

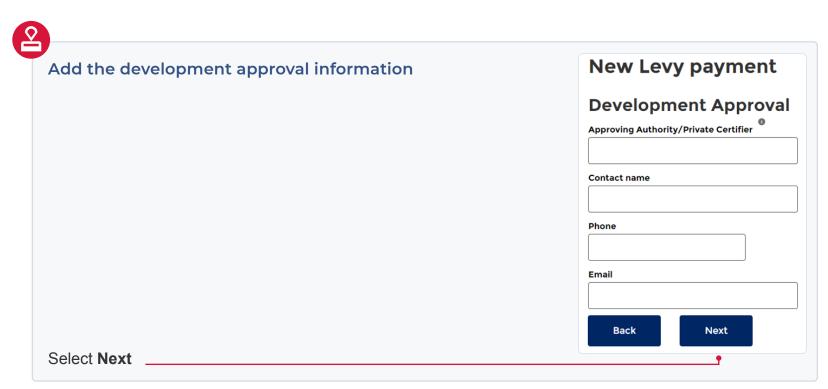
Your application to pay the Long Service Corporation Levy by Instalments has been submitted for review

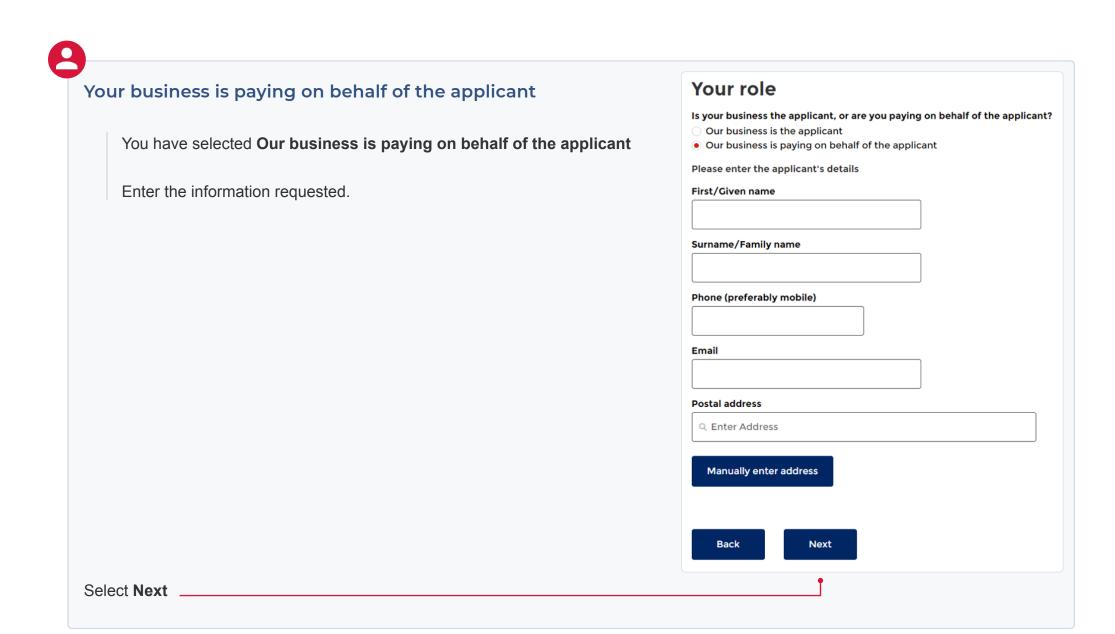
We will notify you of the outcome via the email provided as soon as possible. You can track your application by logging into your account.

Need assistance?

YOU ARE THE PRIMARY CONTACT - YOUR BUSINESS IS PAYING ON BEHALF OF THE APPLICANT





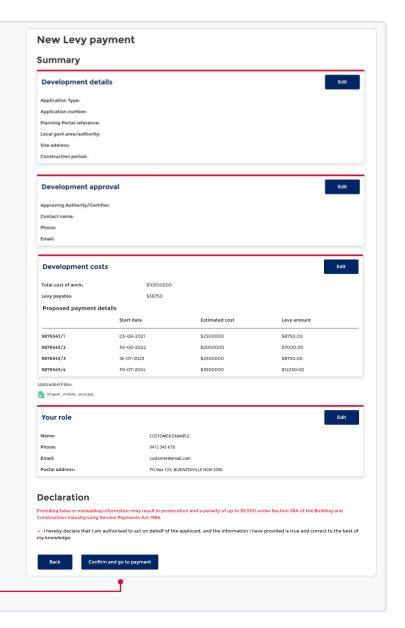




Check the information in the summary is correct

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



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

New Levy payment

Thank you

teference: 00001149

Your application to pay the Long Service Corporation Levy by Instalments has been submitted for review

We will notify you of the outcome via the email provided as soon as possible. You can track your application by logging into your account.

Need assistance?