

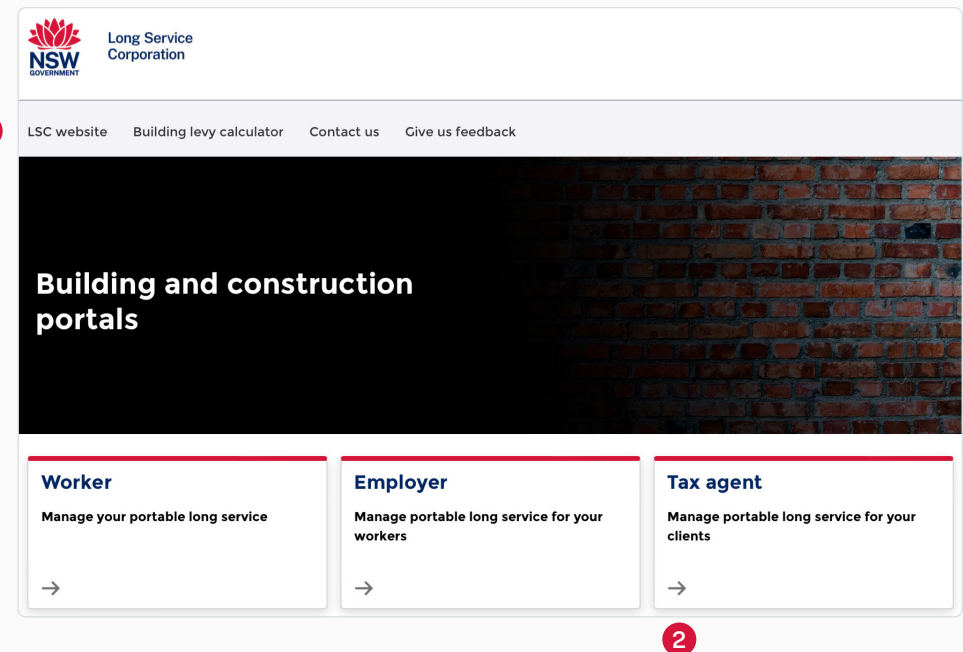
# Lodge service return – Tax agent guide

## Building and Construction Industry

### How to lodge a service return 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

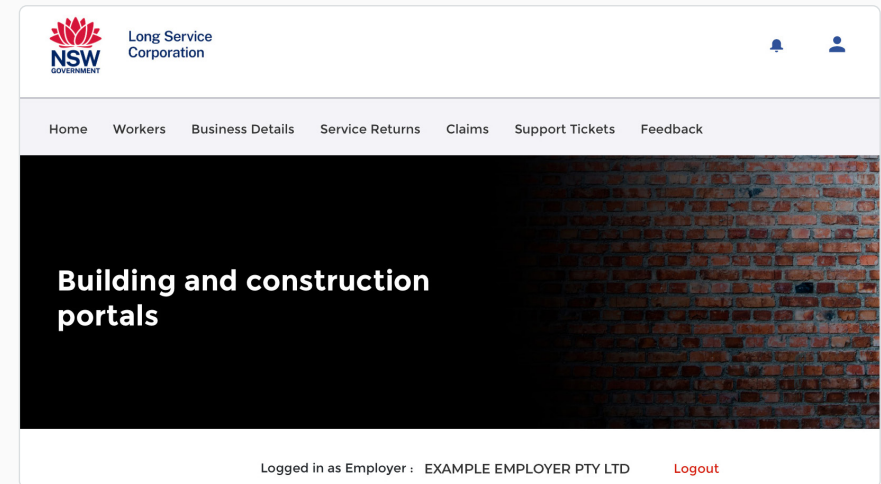
7. Select the Login button next to the relevant employer.

## Linked Employers

Name	ABN	Linked Date	Main Contact	
Example Employer Pty Ltd	01234567891	23/01/2024	Employer Name	<input type="button" value="Login"/>

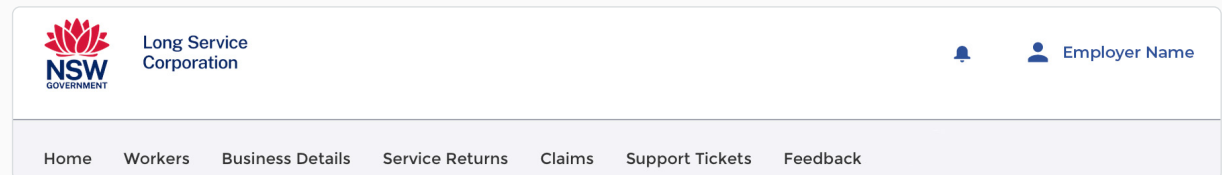
The page will refresh and you'll be logged in as the employer.

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



## Service return

9. Select the **Service Returns** tab.



10. Select the **Complete your return** button.



## Complete return

### 11. Read the information on how to lodge a service return.

11

Below is the list of workers that the Corporation's records show were employed by you at 30 Jun 2025.

Your Employer Return is due to be submitted by 31 July 2025. If not completed on time, you'll not have met your legal obligations and a notice of inspection may be issued.

- Select the **Outstanding** filter and submit for all listed workers for the 2024-2025 period.
- If part time or casual enter the number of days worked for the 2024-2025 period only.
- If no longer employed or performing eligible work in NSW, untick **Still Employed** and add the termination date in the **Period End** box.
- Click on **Ready to Submit** when you have reviewed each worker. To lodge the Return, select **Submit**.
- Once submitted, click on the **Prior FY services** filter and submit the earlier financial year periods for any workers showing.
- Go to the **Completed** filter to view your submission.

For more information on how to lodge a return, read the [Lodge Employer Service Return Employer Guide](#) on our website. Penalties may apply for providing false or misleading information.

## Update service return details

### 12. Select the **Outstanding** filter and submit for all listed workers for the 2024 - 2025 period.

### 13. Review and update with the most accurate information:

- Period start date  
(the date service has previously been confirmed up to)
- Full-time or part-time
- Employment status (still employed)
- Period end date (if applicable).

**Note:** The **Work Type** cannot be amended within the service return. If the work type doesn't reflect the main work performed by the worker, complete the service return first then update the work type via the Worker Details page.

### Service return for the Registered Workers (FY 2024-2025)

Update the record against each worker and submit the return.

Search by name or worker number

- ☒ Outstanding  
☐ Prior FY Part Time Services  
☐ Completed

Worker Number	Name	Work Type	Period Start	F/P T	Days Worked	Still Employed	Period End	Ready to Submit
W12345678	Worker Name	ELECTRICIAN	1/7/2024	Full Time		<input checked="" type="checkbox"/>	DD/MM/YY	<input type="checkbox"/>

Save

## Prepare for submission

14. When you've updated the worker's information, select the box under **Ready to Submit**.
15. To lodge the service return, select the **Submit** button.

**Service return for the Registered Workers (FY 2024-2025)**

Update the record against each worker and submit the return.

Search by name or worker number

☐ Outstanding  
☐ Prior FY Part Time Services  
☐ Completed

Worker Number	Name	Work Type	Period Start	F/P T	Days Worked	Still Employed	Period End	Ready to Submit
W12345678	Worker Name	ELECTRICIAN	1/7/2024	Part Time	100	<input checked="" type="checkbox"/>	DD/MM/YY	<input checked="" type="checkbox"/>

Save Submit

## Check previous financial years

16. Once submitted, select the **Prior FY Part Time Services** filter to submit part-time or casual days worked for previous financial years.
17. Enter the number of days worked in the **Days Worked** box, then select the box under **Ready to Submit**.

**Note:** Some workers may have more than one line to complete if prior financial years are outstanding.

18. To lodge the service return, select the **Submit** button.

**Note:** Each line must be submitted in order to complete the return.

**Service return for the Registered Workers (FY 2024-2025)**

Search by name or worker number

☐ Outstanding  
☒ Prior FY Part Time Services  
☐ Completed

Worker Number	Name	Work Type	Period Start	F/P T	Days Worked	Still Employed	Period End	Ready to Submit
W12345678	Worker Name	OTHER	1/7/2023	Part Time	95	<input type="checkbox"/>	30/6/2024	<input checked="" type="checkbox"/>

Save Submit

19. Once complete, all listed workers will appear under the **Completed** filter and the **Outstanding** and **Prior FY Part Time Services** filters will be empty.

## Search for worker

20. Using the search bar, type either their worker number, name or date of birth.

### Service return for the Registered Workers (FY 2024-2025)

Search by name or worker number

- ☐ Outstanding  
☐ Prior FY Part Time Services  
☒ Completed

Worker Number	Name	Work Type	Period Start	F/P T	Days Worked	Still Employed	Period End	Ready to Submit
W12345678	Worker Name	OTHER	1/7/2024	Part Time	171	<input type="checkbox"/>	30/11/2024	<input checked="" type="checkbox"/>
W12345678	Worker Name	OTHER	1/7/2023	Part Time	94	<input type="checkbox"/>	30/6/2024	<input checked="" type="checkbox"/>
W12345679	Worker Name	SUPERVISING ON SITE	1/7/2023	Part Time	100	<input type="checkbox"/>	31/3/2024	<input checked="" type="checkbox"/>

## Need support

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



Long Service Corporation



Employer Name

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