

Building and Construction Industry

INFORMATION ABOUT YOUR PAYMENT

Documents that must be completed and/or provided to apply for payment:

- Application for Payment form
- Details of Work Declaration form (see page 2 of this document)
- Proof of identity - a copy of one **Primary identity** document **and** one **Secondary identity** document.
 - **Primary identity (photo ID)** - e.g. drivers licence, proof of age card or passport.
 - **Secondary identity** - e.g. Medicare card, bank or credit card, birth certificate, a utilities bill (rates, electricity, water, phone, gas) or car registration papers.

What is your payment based on?

All payments are based on the type of work performed during your last 55 days of recorded service.

You need to provide a description of the type of work and duties performed, the location and type of sites and projects worked on, and include any licences or trade qualifications you may hold, on page 2 of this document.

If the most recent work on your record is service worked as a contractor, payments are calculated at the award rate applicable to the type of work performed.

If the most recent work on your record is service worked as an employee or working director, payments are calculated at the award rate or at the relevant registered agreement rate, if your most recent employer pays/paid you according to a registered agreement.

- If you are an employee paid under a registered agreement with the Fair Work Commission, you must have your employer complete the **Agreement Details** section on the application form.
- If you supervise employees paid under a registered agreement with the Fair Work Commission, your employer must complete the **Agreement Details** section on the application form, with the agreement and classification details of the majority of employees supervised.
- If you are a working director paid under a registered agreement with the Fair Work Commission, you must supply your two most recent pay slips to show you were paid according to the registered agreement.

Note: Some allowances may also be included in the weekly rate of a registered agreement.

For further information regarding awards and registered agreements, refer to the Fair Work Ombudsman website at www.fairwork.gov.au.

How we calculate the payment

One year of recorded service is 220 days. To calculate the total number of days recorded you can multiply the number of years by 220 then add the remaining days. For example, 16 years and 62 days would be equal to 3,582 days.

The following formula is used to calculate the gross amount payable by the Long Service Corporation (LSC).

$$\frac{\text{Days service}}{220} \times 0.8667 \times (\text{weekly award rate or applicable weekly rate under a registered agreement})$$

Building and Construction Industry DETAILS OF WORK DECLARATION

This must be completed and returned with your Application for Payment form.

Please answer the questions below in relation to the most recent building and construction work you have performed in the NSW building and construction industry.

Failure to provide this information may cause delays in processing your payment.

Declaration

Full name of declarant	Worker registration number
I, <input style="width: 95%;" type="text"/>	<input style="width: 50px;" type="text" value="W"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Confirm and declare the following information is true and correct:

Type of work I perform/performed:

Provide a description of the type of work (e.g. residential carpentry), duties and/or tasks performed on an average workday.

Locations I perform/performed this work:

Provide details of the current/most recent sites/projects, and include what is being built, constructed, repaired or maintained.

Licences or trade qualifications I hold (if applicable):

Provide the licence type, number and expiry date.

Supervising work (if applicable):

If the work performed involves/involved supervising workers, provide the following details:

How many hours each day I spend/spent on supervising workers: _____

How many hours each day I spend/spent directly supervising workers: _____

The total amount of workers I supervise/supervised: _____

Type of workers/trades/classifications I supervise/supervised: _____

Other information:

Declare any additional information about the application.

I declare the information I have given in this declaration and in accompanying documents is true and correct, and the supporting documentation supplied are true copies. I make this declaration with the knowledge that a false or misleading statement may result in a penalty of up to \$5,500 under the provisions of Section 58A of the *Building and Construction Industry Long Service Payments Act 1986* (as amended).

Signature	Date
<input style="width: 95%;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Return

Scan and email to info@longservice.nsw.gov.au or Post to Locked Bag 3000, Central Coast MC NSW 2252