

**DOCUMENTS MUST BE PROVIDED**

In addition to the completed **Application for Payment**, you will need to provide a copy of:

- either your passport, driver’s licence or birth certificate, which must be certified as a true copy of the original; and
- complete the **Additional Information Declaration** on the back of this page (if applicable).

**WHO CAN CERTIFY A COPY OF MY IDENTIFICATION**

A Justice of the Peace; a Police Officer; a pharmacist; a medical practitioner; a solicitor; a member of Chartered Accountants Australia and New Zealand, CPA Australia or the Institute of Public Accountants (IPA); a registrar or deputy registrar of a court; notary public officer or an officer of the Long Service Corporation.

**! WITHOUT A CERTIFIED COPY OF YOUR IDENTIFICATION YOUR APPLICATION WILL NOT BE PROCESSED**

**HOW WE DETERMINE THE PAY RATE**

**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, include any trade qualifications and licence numbers. For example, you may be a cabinetmaker and the duties you perform could be the manufacturing of built-in wardrobes, kitchens and bathroom vanity units.

If you are a **Supervisor**, provide further details about the role on the **Additional Information Declaration**, such as:

- An estimate of the time you spend supervising and/or working on the tools.
- How many workers you supervise.
- Type of trade/classification of the majority of the workers you supervise.

**Contractor** payments are calculated at the award rate applicable to the type of work performed.

**Employee** or **Working Director** payments are calculated at the award rate **OR** a registered agreement rate applicable to the type of work performed.

- 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. **The Registered Agreement Number** (eg. AE99999, AG 206/9999) must be provided.
- 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. **The Registered Agreement Number** (eg. AE99999, AG 206/9999) must be provided.
- 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](http://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 3582 days.

**The following formula is used to calculate the gross amount payable by the Corporation.**

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



**THIS IS NOT AN APPLICATION FOR PAYMENT FORM**

This declaration form is for providing any additional information required when submitting an **Application for Payment**.

**DECLARATION**

Worker Registration Number

I \_\_\_\_\_  
(full name of declarant)

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do solemnly and sincerely declare: \_\_\_\_\_

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I declare that the information I have given in this declaration and in accompanying documents is true and correct and that all copies of supporting documents 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

D		M		Y			
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**RETURN**

Please complete this declaration and return with your **Application for Payment** to:

**Scan and email** to [info@longservice.nsw.gov.au](mailto:info@longservice.nsw.gov.au) **or** **Post** to Locked Bag 3000, Central Coast MC, NSW 2252



**INTERPRETER SERVICES**

If you need an interpreter, call **TIS National** on **13 14 50** and ask them to call **Long Service Corporation** on **13 14 41** or for more information visit [www.tisnational.gov.au](http://www.tisnational.gov.au)

