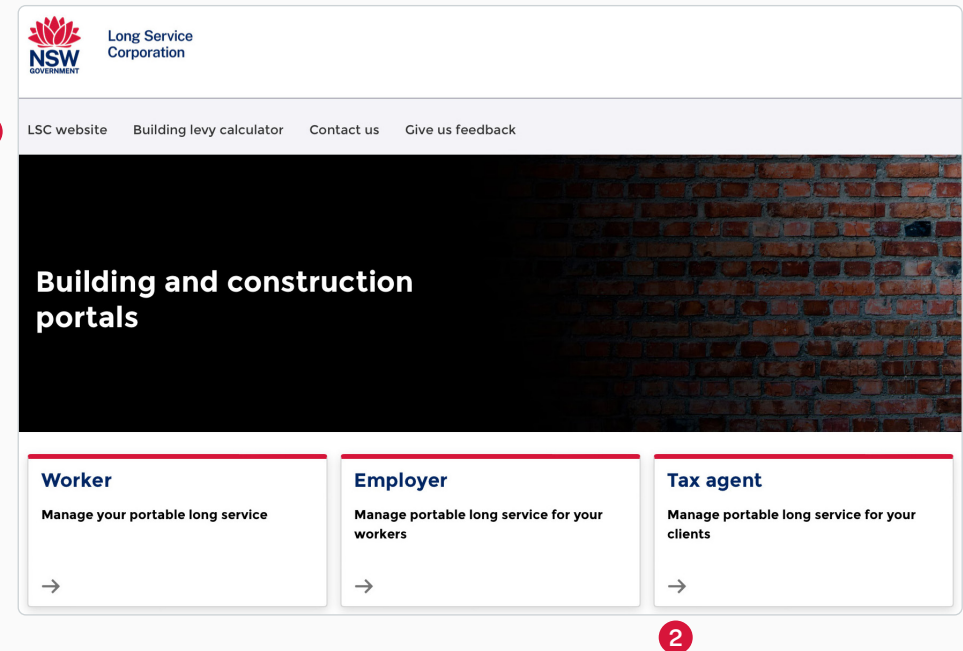


Building and Construction Industry CEASE TRADING OR EMPLOYING – TAX AGENT GUIDE

How to cease trading or employing 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](#)

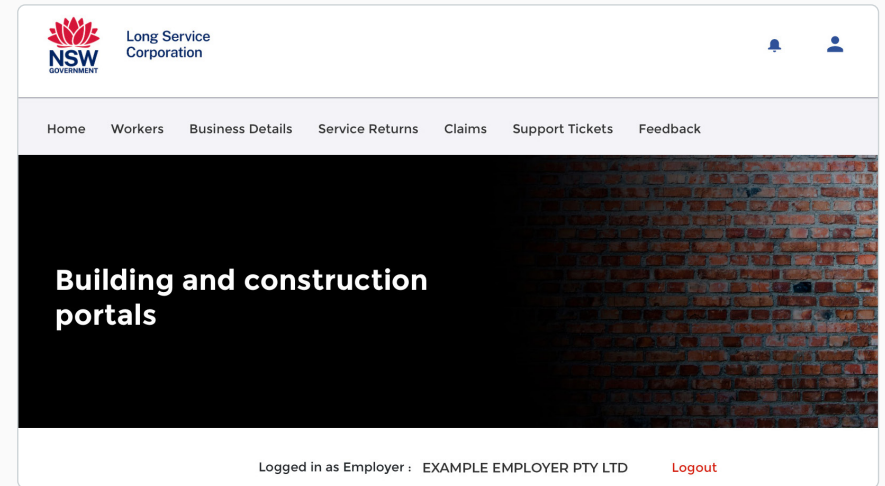
7. Select the Login button next to the relevant employer.

Linked Employers

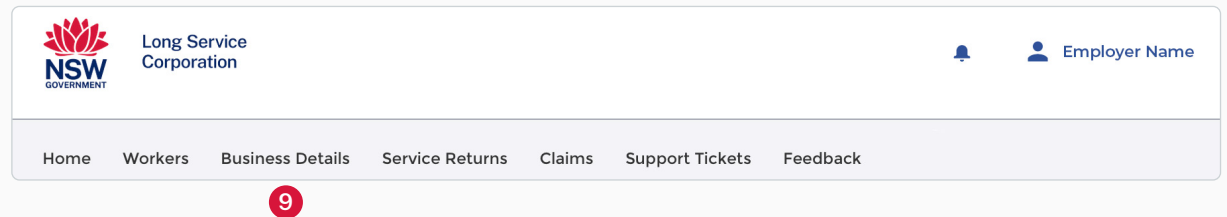
Name	ABN	Linked Date	Main Contact
Example Employer Pty Ltd	01234567891	23/01/2024	Employer Name

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

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

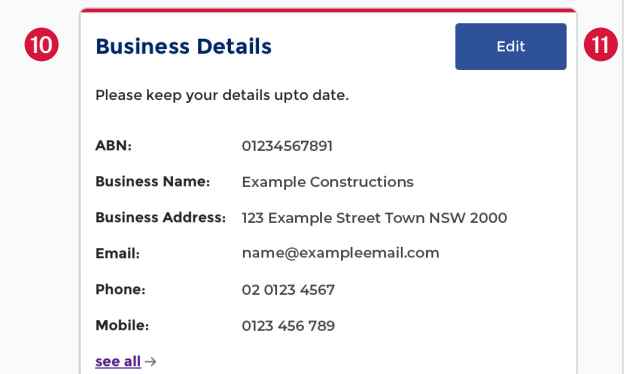


9. Select the **Business Details** tab.



10. Scroll to the **Business Details** section

11. Select the **Edit** button.



12. Scroll to the **Ceased Trading or Employing** section

13. Select the relevant option.

12 **Cease Trading or Employing** Save Cancel

13 ☐ I want to cease trading and employing workers under this entity
☐ I want to cease employing workers

Ceased Employment Date
DD/MM/YYYY

Declaration

! Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under the Building and Construction Industry Long service Payments Act 1986.

☐ I hereby declare that I am authorised to act on behalf of the business and the information I have provided is true and correct to the best of my knowledge.

Option 1 – Cease trading and employing workers

14. If moving to a new entity, confirm if you've transferred your workers by selecting **Yes** or **No**

15. Enter the date you ceased trading

16. Enter the date you ceased employing workers

17. Verify you've read and understood the declaration by checking the box

18. Select the **Save** button.

18 **Cease Trading or Employing** Save Cancel

☒ I want to cease trading and employing workers under this entity
☐ I want to cease employing workers
☒ Have you ceased trading due to moving to a new entity?

14 **Have you transferred the workers to the new entity?**
☐ Yes
☐ No

15 **Ceased Trading Date**
DD/MM/YYYY

16 **Ceased Employment Date**
DD/MM/YYYY

Declaration

! Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under the Building and Construction Industry Long service Payments Act 1986.

17 ☐ I hereby declare that I am authorised to act on behalf of the business and the information I have provided is true and correct to the best of my knowledge.

Option 2 – Cease employing workers

19. Enter the date you ceased employing workers
20. Verify you've read and understood the declaration by checking the box
21. Select the **Save** button.

21

Cease Trading or Employing

Save

Cancel

☐ I want to cease trading and employing workers under this entity

☒ I want to cease employing workers

Ceased Employment Date

19

DD/MM/YYYY

Declaration

20


1



Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under the Building and Construction Industry Long service Payments Act 1986.

☐ I hereby declare that I am authorised to act on behalf of the business and the information I have provided is true and correct to the best of my knowledge.

Need support

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

 Long Service Corporation

  Tax Agent Name

Home

Business Details

Linked Employers

Linked Workers

Support Tickets

Feedback

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