

**i HOW CAN I APPLY FOR A LEVY REFUND?**

An employer may apply to the Corporation for a refund of levy where it has been overpaid or paid incorrectly. Refunds will be paid by electronic funds transfer to the business name registered with the Corporation.

Refunds will not be issued if the whole or part of any other levy payable is outstanding. Applications for levy refund must be made within 30 days following cancellation of a worker's registration. If you do not provide sufficient details to determine entitlement for a refund, the application may be refused.

**PART 1 - EMPLOYER DETAILS**

Employer Registration Number

**E**

Company/Business ABN

**ABN**

Company/Business Name

Contact Person

Position

Number and Street or PO Box

Suburb/Town

State

  

Postcode

     

Phone

                    

Mobile

                    

Email

**PART 2 - REASON FOR REFUND**  *Tick the appropriate box*

- Worker cancellation due to ineligibility - Complete **PART 3**
- Overpayment - Go to **PART 4**
- Levy paid twice - Go to **PART 4**

**PART 3 - WORKER DETAILS** (attach a separate sheet if needed)

| Worker Registration Number | Name | Date of Birth | Cancellation Date |
|----------------------------|------|---------------|-------------------|
|                            |      |               |                   |
|                            |      |               |                   |
|                            |      |               |                   |
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**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)



**CONTRACT CLEANING INDUSTRY  
APPLICATION FOR LEVY REFUND**

**PART 4 - PAYMENT DETAILS**

The bank account details you provide on this form will be used to make your payment.

**The Long Service Corporation will not accept liability for funds deposited into the wrong account due to an error in the BSB/Account number provided.**

I authorise payment of my funds to be made into the following bank account:

Bank Branch - where account was opened

BSB Number

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Account Holders Name/s

Account Number - **DO NOT** enter your card number

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**PART 5 - DECLARATION**

I declare that the information I have given in this application is true and correct. 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 101 of the *Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010*:

Name

Signature

Date

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|---|--|---|--|---|--|--|--|

**RETURN**

Please complete and return 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