

# Annual Statement Guide

## Building and Construction Industry

### Sample only

**BUILDING AND CONSTRUCTION INDUSTRY ANNUAL STATEMENT**

Sample  
00 Sample Street  
SAMPLE NSW 0000



<b>A</b>	Registration No:	W1234567
<b>B</b>	Date Generated:	1 December 2025

<b>C</b>	Unclaimed Service at 30 June 2025
	2 Yrs 50 Days

Total recorded service at 30 June 2024	<b>D</b> 10 Yrs 50 Days
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Adjustments for previous years <b>E</b>	
Employer	Period
Sample Pty Ltd	01/07/2023 TO 30/06/2024

Adjusted recorded service at 30 June 2024	<b>F</b> 11 Yrs 50 Days
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Service for 2024 - 2025 <b>G</b>	
Employer	Period
Sample Pty Ltd	01/07/2024 TO 30/06/2025

Days credited for 2024 - 2025	<b>H</b> 1 Yrs 0 Days
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Total recorded service at 30 June 2025	<b>I</b> 12 Yrs 50 Days
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Claimed service at 30 June 2025	<b>J</b> 10 Yrs 0 Days
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Unclaimed service at 30 June 2025	<b>K</b> 2 Yrs 50 Days
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HELPLINE 13 14 41 | [www.longservice.nsw.gov.au](http://www.longservice.nsw.gov.au) | Locked Bag 3000 Central Coast MC NSW 2252 | ABN 93 646 090 808

- A** A unique number to identify you as a registered member of the scheme.
- B** The date the information on your statement was taken from our system.
- C** How much unclaimed service you have available as at 30 June.
- D** How much service you had recorded as at 30 June.
- E** Service listed in adjustments for previous years is where changes have been made to your service record prior to 1 July. If no changes were made, there'll be nothing listed here.
- F** How much service you had recorded on 30 June after any changes were made. If no changes were made there'll be nothing listed here.
- G** Work you've done between 1 July and 30 June. If you haven't worked in the industry, worked interstate or service hasn't been recorded for you, there'll be nothing listed here.
- H** Total number of days you've recorded between 1 July and 30 June. If you haven't worked in the industry, or service hasn't been recorded for you, this total will be 0 days.
- I** Total number of days credited to your record since you were registered with the scheme.
- J** This is the total number of days you've claimed since registering with the scheme. If you've never been paid a claim, this total will be 0 days.
- K** How much unclaimed service you had recorded as at 30 June.

### Information

Service is required to be reported within two (2) financial years of the work being performed.

When your statement says **late** next to a period of service, this means your service was reported outside of this timeframe.

Special reasons must be given for this service to be added to your record. These reasons must adequately explain why you didn't advise us of missing service earlier or if you're a contractor (i.e. self-employed worker) why you didn't submit your Self-Employed Worker Certificates earlier. Proof of employment may be requested.