

CONTRACT CLEANING INDUSTRY
APPLICATION FOR PAYMENT - PERMANENTLY CEASING WORKER



TO LODGE A CLAIM YOU WILL NEED:

- A copy of your Separation Certificate (if available).
- A certified copy of either your Passport, Driver's Licence or Birth Certificate, otherwise your application will not be processed.
- Check your service record is correct before submitting your application, by logging into the **Worker Portal** via our online services at: www.longservice.nsw.gov.au/online-portal.

NOTE: For information on how your payment will be calculated, visit our website at:
www.longservice.nsw.gov.au/cci/workers/your-long-service-leave/how-to-calculate-lsl-payment

PART 1 - WORKER DETAILS

Worker Registration Number*

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Date of Birth*

D			M			Y				
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Given Name*

Family Name*

Number and Street or PO Box*

Suburb/Town*

State

Postcode

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Phone

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Mobile

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Email

PART 2 - CLAIM DETAILS

A. Have you permanently ceased cleaning work?*

Yes No

B. What date did you last work in the Contract Cleaning Industry?*

D			M			Y				
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C. Who was your last employer in the Contract Cleaning Industry?

PART 3 - PREVIOUS LONG SERVICE LEAVE PAYMENTS

A. Have you previously been paid or taken long service from an employer in the cleaning industry?* Yes No

B. If yes - provide name of employer:

C. Date payment was made:

D			M			Y				
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PART 4 - INTERSTATE SERVICE

A. Are you a member of the ACT, QLD and/or VIC Portable Long Service Leave Scheme?*

Yes No

B. If yes - would you like this service included with this application?

Yes No

C. If yes to B - please provide your ACT, QLD and/or VIC membership number/s:

ACT													
QLD													
VIC													

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PART 5 - TAX DETAILS

Tax file number:

TFN										
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NOTE: The Corporation is required to deduct tax from your payment at your marginal tax rate. You have no legal obligation to quote a tax file number. However if you do not provide a tax file number, tax will be deducted from your payment at the highest rate.

PART 6 - 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*

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

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PART 7 - WORKER DECLARATION

Name of Declarant*

I,

do solemnly declare that my last day worked in the contract cleaning industry was:*

D		M		Y			
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and I have not worked in the industry since this date. I have no reason to believe I will be credited with any further service with the Long Service Corporation after this date.

Signature and date

I declare that the information I have given in this declaration is true and correct. By completing this form I am declaring that I have permanently ceased work in the Contract Cleaning Industry from the date stated above. I understand that the Long Service Corporation may need to contact my current or previous employers in relation to processing this claim. 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 the *Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010*.

Name*

Signature*

Date*

D		M		Y			
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PART 8 - SUPPORTING DOCUMENTATION REQUIRED

- I have attached a **copy** of my **Separation Certificate** from my last employer in the cleaning industry (if available).
- I have attached a **certified copy** of my **Passport** or **Driver's Licence** or **Birth Certificate** as proof of my identity.

The document must be certified to be a true copy of the original document by one of the following: a notary public officer; a registrar or deputy registrar of the court; a police officer; a pharmacist; a medical practitioner; a Justice of the Peace; or a member of the Chartered Accountants Australia and New Zealand, CPA Australia or the Institute of Public Accountants (IPA).

RETURN

Please complete and return to:

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



Interpreter Services - call **TIS National** on **13 14 50** and ask them to call **Long Service Corporation** on **13 14 41** or visit www.tisnational.gov.au

