# Application for a Long Service Payment

TasBuild
Portable Long Service Scheme.

ABN 83 584 623 406

Address all correspondence to:
TasBuild Limited
PO Box 3031
Rosny Park TAS 7018

Office Address:
Level 3 / 6 Bayfield Street
Rosny Park TAS 7018
☏ 6294 0807 Fax: 6294 6959
Email: secretary@tasbuild.com.au Web: www.tasbuild.com.au

## SECTION 1 TO BE COMPLETED BY THE SELF-EMPLOYED WORKER CLAIMING ON OWN BEHALF OR BY THE PERSONAL REPRESENTATIVE OF A DECEASED WORKER. (USE BLOCK LETTERS)

Family Name_____Given Name_____Registration No:_____

Address_____ Date of Birth: ____/____/_____

_____Post Code_____Telephone:_____

Email address _____

If you are registered in another state, which states?_____Registration No:_____

Registration No:_____

Tick Appropriate boxes ☑ to show reason for claim.

A. I wish to apply for _____ weeks long service leave. **Section 2 of this application must be completed.**

B. ☐ I am leaving the industry and wish to claim a termination payment. **Section 2 & 3 of this application must be completed.**
*(Note: Claiming a Pro Rata Payment on termination means that you will break your service for long service purposes. Should you re-enter the construction industry your service will recommence from day 1).*

C. ☐ I am the personal representative of a deceased self-employed worker claiming the entitlement. **Section 2 & 3 of this application must be completed.**
*(Note: Supporting documentation will need to be provided, applicants must contact this office prior to submitting a claim and further information will be forwarded to the claimant).*

## SECTION 2 TO BE COMPLETED AND SIGNED BY THE SELF-EMPLOYED WORKER OR THE PERSONAL REPRESENTATIVE

On reaching an entitlement any payment taken for service recorded after 1 July 2004 the self-employed worker will receive a refund of the contributions paid into the scheme on their own behalf. Any interest earned will be applied. Tax will not be deducted from this component of an entitlement payment. The worker will receive a statement which should be declared at tax time as any interest earned is classed as assessable income.

Any payment taken for service accrued either as a self-employed worker or as an employee prior to 1 July 2004 will have tax deducted from the payment at the rate specified by the Australian Taxation Office. Your Taxation Payment Summary will be forwarded to you along with the statement of any self-employed earning mentioned above. Ensure your Tax File Number is supplied, otherwise tax has to be deducted at a higher rate.

**If you would like to be contacted once your payment has been approved, please tick the following box and we will contact you with the relevant details.** ***Please supply a daytime contact number above.*** ☐

**To avoid delay in processing your claim; please ensure a payslip from you last employer prior to becoming Self Employed, photo I.D. and copy of your bank account statement is attached to this application**

**Payments take a minimum of 3 weeks to process.**

Once your entitlement has been paid into your nominated bank account you will be forwarded details of the payment that was made along with a Taxation Payment Summary. You must retain this summary for Taxation purposes.

**I require my long service leave payment to be made on:** _____

**Signature of self-employed worker or personal representative** _____ **Date**: _____

*Congratulations on reaching a Long Service Entitlement in the Tasmanian Construction Industry*

## SECTION 3 TO BE COMPLETED BY SELF-EMPLOYED WORKER OR THE PERSONAL REPRESENTATIVE CLAIMING A PRO-RATA TERMINATION ENTITLEMENT

When claiming a pro-rata entitlement the reason for termination must fall within one of the following Rules. The Rule must be indicated, the statement must be completed by the applicant below and evidence provided where necessary: -

☑ Tick appropriate box

***The Rules below refer to changes to the scheme effective 1 January 2006. If service terminated prior to this date different Rules will apply.***

❑ **55 Days Service is Required**
Pro-rata application by a deceased person's legal personal representative. *A claim may be made provided the deceased employee's last employment before the deceased's death was relevant employment. Supporting documentation will need to be provided. Applicants must contact this office prior to submitting a claim and further information will be forwarded to the claimant.*

❑ **55 Days Service is Required**
You are unable to obtain construction work on account of your illness or incapacity and the illness or incapacity is **permanent** and will **permanently** prevent you from engaging in construction work. *A medical certificate must be provided indicating that: -*

*(i) It was necessary for you to terminate working within the construction industry on account of illness or incapacity; and*

(ii) *Your illness or incapacity **permanently** prevents you from engaging in construction work.*

❑ **2 Years Service is Required**
Attaining the age of retirement. *Date of termination and proof of your retirement or your date of birth must be provided.*

❑ **7 Years Service is Required**
You are unable to obtain construction work on account of a domestic or other pressing necessity. *The specific details of the domestic or other pressing necessity that is of such a nature as to justify you not seeking or not engaging in construction work must be provided*.

❑ **7 Years Service is Required**
You are unable to obtain construction work on account of your illness or incapacity and the illness or incapacity prevented you from engaging in construction work. *A medical certificate must be provided indicating that: -*

*(iii) It was necessary for you to terminate working within the construction industry on account of illness or incapacity; and*

(iv) *Your illness or incapacity prevented you from engaging in construction work.*

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

**I DECLARE THAT THE INFORMATION CONTAINED IN THE ABOVE STATEMENT OF PARTICULARS IS TRUE AND CORRECT.** ***Please ensure Section 2 of this application is also signed.***

**SIGNED:** _____ **DATE:** _____

## SECTION 4 PAYMENT DETAILS - PLEASE COMPLETE YOUR BANKING DETAILS AND SIGN.

Payment will be made to a Bank Account, please provide the following details:

Bank Branch Number (BSB) _____/_____

Account Number _____

Bank where accounted opened _____

Name account is held in _____

Tax File Number _____/_____/_____

Please select one of the following options:

- ❑ I confirm that I have been asked by Tas Build Limited to provide documents relevant to my banking details in order that my long service leave entitlement can be paid into the correct account and I have provided these.

- ❑ I confirm that I have been asked by Tas Build Limited to provide documents relevant to my banking details so that my long service leave entitlement can be paid into the correct account. I have refused to provide Tas Build limited with this information and I understand and confirm that where the banking information provided by me on this Application is incorrect I am liable to Tas Build for any and all loss flowing from this, including but not limited to refunding the amount transferred to the account number provided in this Application and any and all costs and interest.

**SIGNED:** _____ **DATE:** _____

Checklist:

- ❖ Copy of a recent payslip attached
- ❖ Photographic ID attached
- ❖ Bank Statement provided and check box in section 4 ticked
- ❖ Any other evidence for pro rata payments as requested
- ❖ Application form signed