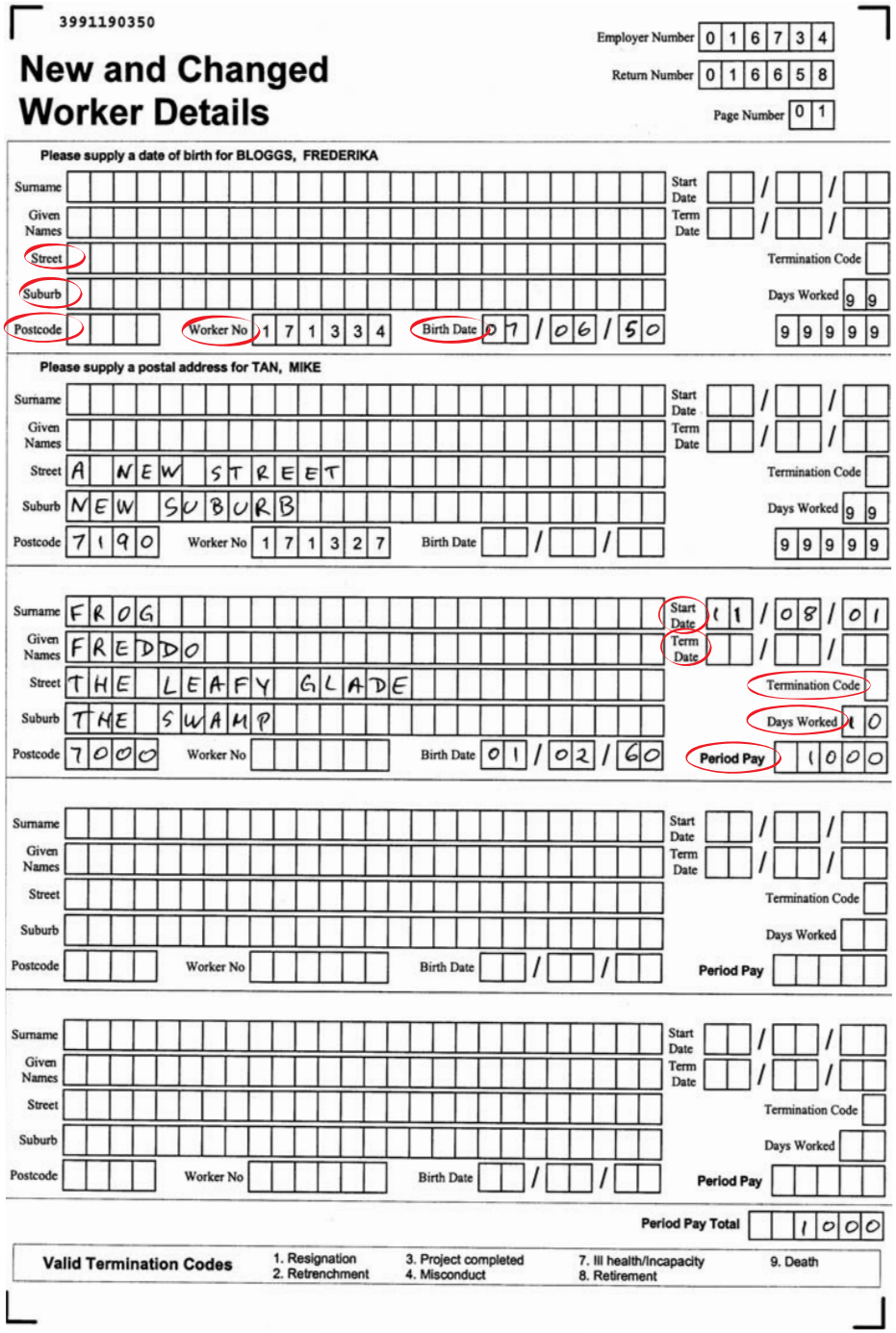
RETURN INSTRUCTIONS

If the worker name on the front page of the return has been appended with ++, a message is printed requesting a new ***Birth Date*** for the worker

If the worker name on the front page of the return has been appended with **, a message is printed requesting a new ***address*** for the worker. Please DO NOT supply a State, as it is matched to the postcode.

When adding a new worker, please supply ***Surname, Given Names, Street, Suburb, Postcode and Date of Birth***. Please supply the TasBuild ***Worker Number*** if it is known.

Please Note:
This form is only required to be completed if TasBuild has requested information or you have employed a new worker



The ***Start Date*** for the worker is required only for workers starting in this return period and must be in the form dd/mm/yy

If a new worker in the period also stops work within the period, please enter the ***Termination Date*** in association with the ***Term Code*** as selected from the table at the bottom of the return

Days Worked is the number of days for which the worker has been paid during the period (including any paid leave)

Period Pay is the whole dollar amount of money paid to the worker during this return period. Period Pay should not include overtime, disability allowance or travel allowance

Period Pay Total is the total amount paid to all workers on this page

Want to know an easier way to fill out your Return? Click on www.tasbuild.com.au