

Application for a Long Service Payment



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SECTION 1: TO BE COMPLETED BY EMPLOYEE CLAIMING ON OWN BEHALF OR BY THE PERSONAL REPRESENTATIVE OF A DECEASED EMPLOYEE. (USE BLOCK LETTERS)

Family Name: _____ Given Name: _____ Registration No: _____

Address: _____ Date of Birth: ____ / ____ / ____

Post Code: _____ Tel # Bus Hrs: _____

Email address: _____

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

State: _____ Registration No: _____ State: _____ Registration No: _____

Please tick **either** A, B or C - If applying for leave please select **TWO** boxes in A

A. I wish to apply for all available leave, **OR**

I wish to apply for _____ weeks long service leave.

I will be taking leave from ____ / ____ / ____ to ____ / ____ / ____, **OR**

I am taking the payment only.

B. I am leaving the industry and wish to claim a termination payment. **Section 2, 3 & 4 of this application must be completed.**

(Note: Claiming a pro-rata payment on termination with your employer 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 employee claiming the entitlement. **Section 2, 3 & 4 of this application must be completed.**

(Note: Additional 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 EMPLOYEE OR THE PERSONAL REPRESENTATIVE

I require my long service leave payment to be processed ASAP OR on Wednesday: _____

Signature of employee or personal representative: _____ Date: _____

IMPORTANT INFORMATION:

TasBuild will acknowledge receipt of your application, via email, and indicate an anticipated payment date.

Depending on volume of applications received payments may take a minimum of 3 weeks to process.

Unless there has been an abnormal wage increase; i.e. greater than 10% within a 12 month period, your long service entitlement will be paid at your current wage rate. In the event of an abnormal wage increase TasBuild will contact you.

If you have applied for multiple weeks TasBuild will make **ONE** payment for the gross amount less any tax payable. Tax is deducted as if payment is received weekly, rather than a lump sum, as per applicable ATO tax rates. TasBuild will send an email once your entitlement has been paid into your nominated bank account and a PAYG summary will be mailed to you.

The PAYG summary will be required when submitting your tax return for the current financial year. **Note:** Payment only entitlements; i.e. you do not take time off, may have tax implications and TasBuild encourages you to consult your tax agent.

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

SECTION 3: TO BE COMPLETED BY EMPLOYEE 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 categories. You must indicate which reason, the statement must be completed by the applicant below and evidence provided where necessary: -

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

Tick appropriate box

Minimum 7 Years Required:
Termination by the employer (other than for serious and wilful misconduct). Application for pro rata entitlement on this basis may be claimed after the 'prescribed period' of two months from date of termination. The entitlement will only be paid where during this period the employee has been actively seeking relevant employment within the Construction Industry for the whole of that period, without success, and is unemployed at the date of lodging the application.
Written detail of attempts to obtain relevant employment must be provided together with the date and reason for termination.

Minimum 7 Years Required:
You terminated your employment on account of a domestic or other pressing necessity which may include terminating your employment on account of illness or incapacity (of such a nature as to justify the termination). *Application for pro rata entitlement on this basis may be claimed after the 'prescribed period' of two months from date of termination. The date of termination and specific details of the domestic or other pressing necessity that led to your termination must be provided. In relation to illness or incapacity a medical certificate must be provided indicating that;*

- o *It was necessary for you to terminate on account of illness or incapacity; and*
- o *Your illness or incapacity has prevented or will prevent you from engaging in relevant employment for the prescribed period.*

Minimum 2 Years Required:
Termination by either yourself or your employer on or after your attaining the age of retirement. *Date of termination must be provided along with proof of your retirement or your date of birth.*

Minimum 55 Days Required:
You terminated your employment on account of your illness or incapacity (of such a nature as to justify the termination), and the illness or incapacity will **permanently** prevent you from engaging in relevant employment. *The date of termination must be provided along with a medical certificate indicating that: -*

- o *It was necessary for you to terminate on account of illness or incapacity; and*
- o *Your illness or incapacity **permanently** prevents you from engaging in relevant employment.*

Minimum 55 Days Required:
Pro-rata application by a deceased employee'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.*

NOTE: *If the reason for termination of employment resulted from: -*

- (a) *Retirement*
- (b) *Approved Early Retirement Scheme*
- (c) *Bona fide Redundancy*

Then additional information is required to be provided by the employee to determine the correct amount of withholding tax. Failure to provide supporting documentation will result in the payment being taxed at a higher rate.

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 account opened: _____

Name account is held in: _____

Tax File Number: _____ / _____ / _____

Please read the options below and select the appropriate **ONE**:

I confirm that I have been asked by TasBuild 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 TasBuild 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 declined** 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 TasBuild Limited** 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: _____

To avoid delay in processing your claim please ensure all requested documents are attached to this application.

Checklist:

- ❖ Copy of a recent payslip
- ❖ Legible Photographic ID
- ❖ Bank Statement provided or second check box in section 4 ticked
- ❖ Any other evidence for pro rata payments as requested
- ❖ All pages of application form signed and dated