

APPLICATION for a LONG SERVICE LEAVE PAYMENT

This application for Long Service is to be used only where you have reached 10 years of service (2600 days). If you want to apply for a Pro Rata Termination payment you will need to contact the TasBuild office to obtain a pro rata application.

To ensure your application is processed in a timely manner please ensure you answer all questions and that all required documents, as per the checklist on the next page, are attached to the application.

TasBuild Worker Registration Number: M _____			
Personal Details:			
First Name:		Surname:	
Postal Address:			Postcode:
Email Address:			
Phone Number:		Date of Birth: / /	
Interstate Service (if you are registered in another state):			
State:	Registration No:	State:	Registration No:
State:	Registration No:	State:	Registration No:
Leave Details:			
<input type="checkbox"/> I wish to apply for a payment only of ____ weeks long service. <input type="checkbox"/> I wish to apply for ____ weeks long service, taking leave from ____/____/____ to ____/____/____ <input type="checkbox"/> I am leaving the industry and wish to claim a termination payment. Please tick appropriate box to show reason for claim. A week of long service leave is 5 days.			
Payment Details:			
BSB: ____ / ____		Account Number:	
Bank:		Account Holder Name:	
Tax File Number: _____			

Checklist:

Legible Photographic ID

Copy of recent payslip

Please select the bank account evidence provided;

I have provided a copy of the top of my bank statement that shows the BSB and Account Number confirming my bank details noted on previous page.

I **have not provided evidence** of my bank details and therefore confirm that where the information provided by me is incorrect that I am liable for any loss flowing from this.

Signature

Date

Important Information

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

Depending on the 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 15% 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** lump sum payment for the gross amount less any tax payable. Tax is deducted as if payment is received weekly, 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