

LONG SERVICE LEAVE AUTHORITY LONG SERVICE LEAVE CLAIM FORM



Which Scheme/Indus	try? (Please (✓) tick one box) Construction	Cleaning Community Security
Personal Details	Registration No.	Photo I.D. Required / / (Copy of Driver's Licence, Date of Birth Proof of Age Card or Passport)
	Employee Surname	Given Names
This is the address	Street	
your payment will be posted to	Suburb	State Post Code
	Type of work performed	Contact Phone No
If you are registered and have service recorded in an interstate long service leave scheme your ACT payment. Interstate Service		terstate long service leave scheme you may add this
	State Registration No. (if known) State	e Registration No. (if known)
Workers Compensation	Have you been on workers' compensation for over 6 mo Yes / No (Circle) If yes, for what period? _	onths since 1 October 1981?/ to//
Tax file Number	Your Tax File Number	
	The Authority is required to deduct tax from your payme number. However, if you do not provide a tax file numbininghest rate. A PAYG Payment Summary will be provided.	er tax will be deducted from your payment at the
Details about your current or last employer	Are you currently employed in the relevant industry? Yes Employer's Name – Employer's De	eclaration Section to be completed.
	No Who was your last employer in the	relevant industry? Date you finished
	Were you made redundant from your last employer?	Yes / No (Please Circle)
Amount of Long Service leave	Do you wish to claim all your long service leave? Yes Date you wish to start your long ser	vice leave://
		days' leave (minimum 2 weeks) / / to / / first day of leave) (last day of leave)
	() (PLEASE COMPLETE PAYMENT DETAILS ON REVI	first day of leave) (last day of leave) ERSE SIDE)
	✓ I acknowledge that I have read the privacy infor	
Employee Signature	Signature to claim (Photo I.D attached/enclosed)	(Tick Yes) Date
Empleyers		
Employers Declaration	Business Name	Employer Registration No.
MPLOYERS PLEASE OTE: ong service leave paid by the	The above employee has elected to claim long service leave under the Long Service Leave (Portable Schemes) A 2009. As his/her employer I declare that; He /she has not been paid a long service leave entitlement by this business for this period of leave; and I give him/her permission to take long service leave for a period of	
uthority does not include ublic holidays. You are quired to pay your employee or any public holidays which Ill within your employee's	weeks' and days' leave starting from / / to / / (last day of leave)	
eriod of long service leave (if our employee would normally eceive payment for those ays).	Person authorising leave (print name) Signature	//
	Position in firm	Contact Phone No. (for enquires)

Street Address: National Associations Centre Unit 8 71 Constitution Ave, Campbell

Postal Address:

Reply Paid 234 CIVIC SQUARE ACT 2608

 Office Hours
 8.30am to 4.30pm

 Freecall
 1800 655 060

 Phone
 (02) 6247 3900

 Fax
 (02) 6257 5058

LONG SERVICE LEAVE AUTHORITY

Payment Details Please indicate how you would like to receive your payment. Please (✓) tick one box.	
	By Cheque (Mailed) Cheque (Collect) Direct Credit (Please complete below account details)
Account Details	Payments will be directly deposited into your <u>personal</u> account (joint accounts are acceptable), <u>not</u> into business or credit card accounts.
Bank Branch (Where Bank Account was opened) BSB Number Account number Your account name/s	
Check your BSB and account number with your bank, credit union or building society. (The number on your plastic access card is not your Account number or BSB number) Note – the Long Service Leave Authority will not accept liability for funds deposited into the wrong account due to an error in the BSB or Bank Account number provided.	

Employee's privacy

The Long Service Leave Authority (the 'Authority', 'we', 'our' and 'us') is collecting personal and other information in this form to process the employee's claim for payment of portable long service leave entitlements in accordance with either Schedule 1 section 1.9, Schedule 2 section 2.9, Schedule 3 section 3.10 & Schedule 4 section 4.10 of the Long Service Leave (Portable Schemes) Act 2009 (ACT) (the 'Act'). We collect, use, disclose and manage personal information in accordance with the Territory Privacy Principles under the Information Privacy Act 2014 (ACT).

The Authority may also collect your personal information: from reciprocal authorities (interstate agencies and bodies that are responsible for administering similar portable long service leave schemes), such as if you apply to the Authority for payment of a long service leave entitlement under a corresponding law in another State or Territory.

The Authority will use your personal and other information to: process your application for payment of long service leave entitlements; maintain and update your details in the applicable workers register(s); otherwise administer the portable long service leave scheme(s) applicable to you; administer the Authority's general business requirements; meet our legal and regulatory obligations, including as a Territory Authority; undertake surveys, monitoring, analysis and evaluation of the portable long service leave schemes and the Authority's performance of its functions and activities; communicate with you; respond to enquiries and feedback; and provide you with information about our activities, events, news and publications.

Without your personal information, we will be unable to process your application for payment of long service leave entitlements.

The Authority may disclose your personal information to: our contracted service providers, (e.g. information communications and technology providers who help us to manage our databases and other information technology needs; auditors; actuaries; and for surveys, monitoring, analysis and evaluation purposes); reciprocal authorities (interstate agencies and bodies that are responsible for administering similar portable long service leave schemes); your authorised representative; our external advisers; and as otherwise authorised or required by law (e.g. when we remit tax on leave payments to the Australian Tax Office).

Our privacy policy (available at http://www.actleave.act.gov.au/privacy-policy.html) contains further information about how you can access and correct your personal information, how you can complain about a breach of your privacy, as well as further information about how we will manage your personal information.