

# Benefit Claim Form

E: [info@ntbuild.com.au](mailto:info@ntbuild.com.au) W: [ntbuild.com.au](http://ntbuild.com.au) P: 1300 795 855 A: Unit 32-33, 12 Charlton Court, Woolner

For help completing this form email [info@ntbuild.com.au](mailto:info@ntbuild.com.au)

**Privacy** – Information on this form is collected under the *Information Act 2002 (NT)*. Before completing this form, you must read the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy-access/>

## Applicant's personal details

Registration number	<input type="text"/>	Date of birth	<input type="text"/>
Surname	<input type="text"/>	Given Names	<input type="text"/>
Current Mailing Address	<input type="text"/>		
		State	Postcode
Email	<input type="text"/>	Contact phone number	<input type="text"/>
Tax file number	<input type="text"/>		



You must provide **one** current photo identification with your completed form. For example, an electronic copy of your driver licence (front and back), proof of age card or passport

## Interstate service

If you are registered and have service recorded in an interstate portable long service leave scheme, this service may be used to contribute to your long service claim.

State or Territory	Registration Number (if known)	State or Territory	Registration Number (if known)
VIC		SA	
ACT		TAS	
NSW		** QLD	
WA		** Workers with QLD service will need to attach their most recent payslip	

## Benefit Type - Ticket only 1 option to indicate what type of benefit you wish to apply for:

1  I am employed in construction and I wish to apply for  Days (Minimum 5 days) of long service leave to be taken from Start Date  to  End Date (A Saturday, Sunday or Public Holiday **must not** be counted as a day of leave)

**Note:** Your current employer **must** complete the **Employer's declaration** on the next page.

2  I have ceased to carry out construction work (e.g. I am currently not employed in construction) and I wish to apply for the following benefit on the basis that I have a minimum of 45.5 day LSL credits or 1540 service days.

All credits to be paid out. OR

Days long service leave to be paid out.

Were you paid a genuine redundancy payment, an early retirement scheme payment or invalidity payment?

No  Yes  Provide supporting documentation (e.g. redundancy letter)

3  I apply to be deregistered from the NT Build Scheme and be paid out my long service leave benefits on the basis I am no longer carrying out construction works or I have retired from the workforce. I acknowledge I cannot re-register with NT Build as an employee or contractor for at least two (2) years (unless exceptional circumstances apply), and that I must have a minimum of 32.5 days of long service leave credits 1100 service days to claim this benefit.

## Worker's Payment Details

### IMPORTANT

- Payments will only be directly deposited into your personal account (joint accounts are acceptable). Payments **will not** be deposited into business or credit card accounts.
- Check your BSB and account number are correct.
- NT Build **will not accept liability** for funds deposited into the wrong account due to an error in the BSB or bank account number provided.
- NT Build aims to process benefit claims 4 weeks from the date received. If you are receiving **Benefit Type 1**, NT Build aims to process your payment **at least 7 days prior** to your nominated long service leave dates or on the payment date requested (subject to application received).

Name of financial institution:	<input type="text"/>	Account held in the name(s) of	<input type="text"/>
Branch number (BSB)	<input type="text"/>	Account number	<input type="text"/>

### Applicant's declaration

#### I declare and acknowledge that:

- The information provided on this form is true and correct in every detail.
- I will notify NT Build in writing and provide full details if there is a change.
- NT Build may refuse this application if the information provided is incomplete, false or misleading. An authorised officer may request further information to be provided.
- It is an offence to make a declaration that is false in any material particular.
- I have read and agree to the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy-access/>
- NT Build is authorised by me to share any documents or information I have provided as part of this application with relevant interstate portable long service leave authorities as required.

Applicant's signature	<input type="text"/>	Date	<input type="text"/>
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### Current employer's declaration (Employer to complete if claiming Benefit Type 1)

Business name	<input type="text"/>	Employer registration number	<input type="text"/>
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#### I declare that:

- The employee named on this form will not be paid a long service leave entitlement by this business for the period of leave below.
- I give permission to the employee to take long service leave for the period specified below:

<input type="text"/> Days	Start date	<input type="text"/>	End date	<input type="text"/>
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#### I declare and acknowledge that:

- The information provided on this form is true and correct in every detail.
- I will notify NT Build in writing and provide full details if there is a change.
- NT Build may refuse this application if the information provided is incomplete, false or misleading. An authorised officer may request further information to be provided.
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Authorising person's signature	<input type="text"/>	Date	<input type="text"/>
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Full name	<input type="text"/>	Position in organisation	<input type="text"/>
Primary contact number	<input type="text"/>	Contact email	<input type="text"/>

#### Return this form and all supporting documents:

- by email to: [info@ntbuild.com.au](mailto:info@ntbuild.com.au), or
- by post to: NT Build PO Box 36644, Winnellie NT 0821
- by office: Unit 32-33, 12 Charlton Court, Woolner  
Business Hours  
Monday to Friday (excluding Public Holidays)  
8:00am - 4:30pm