

# Missing service claim form

Before you start:

- This form is for claiming missing service under the Portable Long Service Benefits Scheme.
- You must provide supporting evidence.
- We may contact your current or former employers to verify your claim.
- Investigating time may vary depending on the information provided.
- Please ensure all relevant sections of the missing service claim form are complete and required evidence attached before sending to [enquiries@plsa.vic.gov.au](mailto:enquiries@plsa.vic.gov.au).

The Portable Long Service Authority collects your personal and other information to determine eligibility for entitlements under the *Long Service Benefits Portability Act 2018* (VIC) ("the Act"). If you do not provide the information, the Authority may not be able to make decisions about your portable long service entitlements under the Act. By completing and submitting this form you agree that we will process your data in line with our privacy policy. For further information about how the Authority handles your personal information, please see the Authority's privacy policy at <https://www.plsa.vic.gov.au/about-the-portable-long-service-authority/privacy-policy>

**Important:** The Authority is not authorised to collect employee Tax File Number (TFN) information under privacy legislation, specifically section 8 of the Privacy (Tax File Number) Rule 2015 (TFN Rule), except where expressly authorised. To protect your privacy, and ensure our compliance with the legislation, please aim to remove any TFN information in your documents before sending to us. TFN information may be in your pay slips or PAYG summary. If you supply a document displaying TFN information, we can remove that information before processing your application to protect your privacy.

Section 1 – Select long service leave scheme		
<input type="checkbox"/> Community services	<input type="checkbox"/> Contract cleaning	<input type="checkbox"/> Security

  

Section 2 – Worker details	
Full name:	Date of birth:
Address:	
Worker ID (M number): M	Contact number:
Email address:	
What has prompted you to submit this missing service claim?	<input type="checkbox"/> After viewing my entitlements on the portal
	<input type="checkbox"/> After receiving my removal from active worker register letter
	<input type="checkbox"/> I am claiming long service leave
	<input type="checkbox"/> Other (please specify):

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### Section 3 – Employment details (please list all employers you are missing service from. If it is more than 3 employers, please complete an additional missing service claim form)

Name of employer:	Trading/business name:		
Employer contact name:			
Street address:			
Contact number:	ABN:		
Period of employment	From:	To:	<input type="checkbox"/> Current employer
Please specify the period of service you believe is missing from the Scheme (if different from above)			
From:		To:	
Position title:	Employment type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual		
Please describe your role (you may attach a position description if available):			
Approximate hours worked per week:			
Have you taken any traditional long service leave with this employer outside of the Portable Long Service Benefits Scheme?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide dates and details:			
<b>Employer 2</b>			
Name of employer:	Trading/business name:		
Employer contact name:			
Street address:			
Contact number:	ABN:		
Period of employment	From:	To:	<input type="checkbox"/> Current employer
Please specify the period of service you believe is missing from the Scheme (if different from above)			
From:		To:	
Position title:	Employment type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual		
Please describe your role (you may attach a position description if available):			



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### Section 4 – Proof of employment (please attach all available evidence to support your employment)

PAYG payment summaries for the periods of employment you are claiming missing (Available on MyGov)

Payroll slips for the period you are claiming missing service

Employment contract

Employment separation certificates (if applicable)

Other (please detail):

Before submitting, please ensure you have:

completed all sections

attached supporting documents

TFN removed from documentation

### Section 5 – Worker declaration

I declare that information I have given is true and correct:

I authorise the Portable Long Service Authority to contact my current and former employers to verify my employment and service details.

(Failure to provide this authorisation may delay or prevent the finalisation of your claim.)

Signed by:

\_\_\_\_\_

Name

\_\_\_/\_\_\_/\_\_\_

Date