



Baptist Churches
of NSW & ACT

Long Service Leave Fund Leave Payment Request Form

This should be filled out by an authorised representative of the church or organisation. Refer to the Long Service Leave Program Rules for leave payment eligibility criteria.

1	Member name Include title, name and surname									
2	Church or organisation name									
3	Date of membership commencement									
4	Is the member retiring or leaving ministry? i.e. payment of full Long Service Leave entitlement	<input type="checkbox"/> Yes <i>Move onto the declaration at the end</i> <input type="checkbox"/> No <i>Move onto question 5</i>								
5	Indicate the Long Service Leave amount that the member wishes to take:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Amount</td> <td style="width: 30%;">\$</td> </tr> </table> <p>Please note:</p> <ul style="list-style-type: none"> Payment will be made 2 weeks prior to leave commencing 	Amount	\$						
Amount	\$									
6	Bank account details that the payment should be made into	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Account name</td> <td style="width: 40%;"></td> </tr> <tr> <td>BSB</td> <td></td> </tr> <tr> <td>Account number</td> <td></td> </tr> </table> <p>Please note that funds will only be released to an account in the name of the church or organisation.</p>	Account name		BSB		Account number			
Account name										
BSB										
Account number										
7	Contact details for authorised representative below	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name</td> <td style="width: 40%;"></td> </tr> <tr> <td>Position</td> <td></td> </tr> <tr> <td>Email address</td> <td></td> </tr> <tr> <td>Phone number</td> <td></td> </tr> </table>	Name		Position		Email address		Phone number	
Name										
Position										
Email address										
Phone number										
8	Payment of LSL	<i>We are aware that</i> LSL payments form part of gross earnings and therefore must be processed through payroll systems and included in mandatory STP reporting to the ATO.								

Approval:

<p>By church or organisation</p> <p>I confirm:</p> <ul style="list-style-type: none"> That I am an authorised representative of the church or organisation. <p>_____</p> <p>Signed</p> <p>_____</p> <p>Name and position and date</p>	<p>By member</p> <p>I authorise the above amount to be paid by the above church or organisation from my Long Service Leave account:</p> <p>_____</p> <p>Signed</p> <p>_____</p> <p>Name and date</p>
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Once completed, please email to finance@nswactbaptists.org.au