

## THE EMPLOYER RETURN CONSISTS OF 3 SECTIONS

These forms are processed electronically. Please write within the boxes so accurate data is recorded.

Employer returns and levy payment deadlines → 14 January → 14 April → 14 July → 14 October

### SECTION A – CURRENT WORKERS

Information about your current registered workers is pre-printed on Section A.

**1 DATE TERMINATED (IF APPLICABLE)**

Complete the date ONLY if an existing registered worker ceased working for you during this return period (provide the day, month and year).

**2 ORDINARY WAGES**

→ List the ordinary wages for the return period in whole dollars.

→ This is the amount of wages paid to the worker during this return period ONLY (see reverse for inclusions and exclusions).

**3 ORDINARY WAGES (TOTAL THIS PAGE)**

Enter the total of each Section A page.

**4 WORK TYPE**

Place an "X" in the box which best describes the worker's role. Note: Supervisors who do not perform cleaning work are not eligible. Do not include them on this return.

**5 WORKER NUMBER**

The unique identifier given to the worker by QLeave. Do not complete.

**6 PERSONAL INFORMATION**

Supply full name, date of birth, mailing address, mobile phone number and email address.

**7 DATE COMMENCED**

Complete the date the worker commenced with you during this return period (provide the day, month and year).

**8 DATE TERMINATED (IF APPLICABLE)**

Complete the date ONLY if the new worker both commenced and ceased working for you during this return period (provide the day, month and year).

**9 ORDINARY WAGES**

→ List the ordinary wages for the return period in whole dollars.

→ This is the amount of wages paid to the worker during this return period ONLY (see reverse for inclusions and exclusions).

**10 ORDINARY WAGES (TOTAL THIS PAGE)**

Enter the total of each Section B page.

### SECTION B – NEW WORKERS COMMENCED THIS RETURN PERIOD

Complete for each eligible worker who commenced work for you during this return period.



## SECTION C – DECLARATION AND LEVY CALCULATION (FRONT COVER SHEET)

**QLeave** PORTABLE LONG SERVICE LEAVE FORM CCI 4 v6  
**EMPLOYER RETURN SECTION C**  
In accordance with Section 42 of the Contract Cleaning Industry (Portable Long Service Leave) Act 2005

As an employer of workers in the contract cleaning industry in Queensland, you are required by law to complete and lodge this Employer Return with full payment by the due date. Non-compliance with the Contract Cleaning Industry (Portable Long Service Leave) Act 2005 may result in prosecution.

**EMPLOYER INFORMATION**  
Employer Name: Carter Cleaning Pty Ltd  
Return Number: 593827  
Employer Number: C000010  
Due Date: 14/04/2015

**RETURN PERIOD**  
From: 01/01/2014 To: 31/03/2014  
**PENALTY**  
Penalties will be incurred for late submission and/or payment of the levy after the due date. An invoice will be issued for the penalty amount.

**11 NIL RETURN**  
If you did not engage eligible workers during this return period, please place a cross in the Nil Return box. Please sign and return to QLeave by the due date.

**12 REGISTRATION CANCELLATION**  
If you have stopped engaging workers in the contract cleaning industry in Queensland and wish to cancel your registration, please place a cross in the cancellation box and the termination dates for all workers listed on Section A. Please sign and send this return to QLeave by the due date.

**13 LEVY CALCULATION** (Complete this section after you have completed Sections A and B. Enter whole dollars only.)  
Total Section A (all current worker pages) \$ .00 A Total levy payable (C x 0.013) \$ .00  
Total Section B (all new worker pages) \$ .00 B  
Total ordinary wages this period (A + B) \$ .00 C  
Please note: GST is not applicable

**PAYMENT CONFIRMATION** - please place a cross in the box next to your payment method  
 Credit Card  BPay  EFT - use employer and return numbers as reference.  
(After you have paid the levy, please fax or email your completed return to QLeave.)  
 Cheque - mail your completed return with your cheque to QLeave by the due date.  
(You may like to make a copy of this return for your records.)

**DECLARATION**  
I declare that the information provided is true and correct.  
Sign here  14  
Name (please print)   
Phone (  )  -

### 11 NIL RETURN

REMEMBER – Place an **X** in the box if you did not engage eligible workers.

### 12 REGISTRATION CANCELLATION

To begin the cancellation process place an **X** in the box.

### 13 LEVY CALCULATION

- Total all Ordinary Wages paid to registered workers (add together all Section A page totals).
- Total all Ordinary Wages paid to new workers (add together all Section B page totals).
- Total Sections A + B.
- Calculate 1.3% of Total Ordinary Wages (multiply section C total by 0.013). This is the levy payable by you.

### 14 DECLARATION AND CONTACT INFORMATION

Complete the declaration and your name and telephone number.

## WHAT TO INCLUDE AND EXCLUDE WHEN CALCULATING ORDINARY (GROSS) WAGES

### Ordinary wages include:

- award and over-award wage payments
- weekend penalty rates
- public holiday penalty rates
- first aid, shift, leading hand, 'on call', refuse collection and toilet cleaning' allowances
- annual leave (taken as leave)
- sick leave (taken as leave)
- long service leave (taken as leave)
- employer paid maternity/paternity/parental leave
- bereavement leave
- personal/carer's leave
- casual loading
- employer paid worker's compensation payments
- jury service
- other payments made by agreement

Please note: declared wages for an ABN worker is the invoiced amount before GST.

### Ordinary wages do not include:

- overtime payments
- expense related allowances for equipment, materials, protective clothing or motor vehicle provided by the worker
- leave loading
- Christmas bonuses and ex-gratia payments
- lump sum termination payments including accrued annual leave, sick leave or long service leave and payments in lieu of notice
- superannuation
- redundancy payments
- worker's compensation payments paid by the insurance company directly to the worker
- Work Cover payments
- Commonwealth Paid Parental Leave

More information on payment obligations is available on QLeave's website at [www.qleave.qld.gov.au](http://www.qleave.qld.gov.au)



**PORTABLE  
LONG SERVICE  
LEAVE**

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