

**centrelink**

The Employment Separation Certificate provides information used to assess a former employee's claim for income support payments.

## When to use this form



Use this form to provide information when requested by a former employee. This information is used by Centrelink to make sure we pay our customers the right amount from the correct date.

Complete and return this form to the former employee or us **within 14 days** of receiving it.

This notice is given under either section 196 (if received from Centrelink) or section 199 (if received from a former employee) of the *Social Security (Administration) Act 1999* and allows a former employee or Centrelink to obtain this information.

All the information contained in, or attached to the certificate may be released to any person under the *Freedom of Information Act 1982*. If you want any of this information treated in confidence, please attach a statement indicating which information, and give your reasons. This will be considered if a request is made under the *Freedom of Information Act 1982*.

Employers have obligations to pay superannuation for eligible employees and some contractors. For more information visit **ato.gov.au** or call the Australian Taxation Office on **131 020**.

## For more information

Services Australia provides a direct service to employers through its **Business Hub**. If you have any questions about the Employment Separation Certificate, call the National Business Gateway on **131 158** or fax **132 115**.

Go to **[servicesaustralia.gov.au/sepcertemployers](https://servicesaustralia.gov.au/sepcertemployers)**

To speak to us in your language, call **131 202**.

Call charges may apply.

If you have a hearing or speech impairment, you can contact the TTY service on Freecall™ **1800 810 586**. A TTY phone is required to use this service.



## Definitions

### Long Service Leave

If the person was paid long service leave and worked full-time, please make sure you have marked the appropriate box against a 5 or 7 day week in question 7.

### Average gross weekly wage

This is usually contained in the industrial instrument that applies to that workplace (including the appropriate award, workplace agreement or common law contract). Some workplaces include regular overtime and allowance as part of their average weekly wage.

### Employment Termination Payments (ETP)

Only certain payments paid to an employee on termination of employment are ETPs. These payments are taxed differently from other kinds of payments made on termination of employment.

## Information for former employees

If you do not have another job to go to and you want to claim a Centrelink payment you will need to:

- go to **servicesaustralia.gov.au/jobseekers** or
- call our Employment Services Line on **132 850**, or
- visit one of our service centres.

Your claim will start the date you submit a completed claim form, including all documents required.

### Did you receive a payment for a redundancy, annual leave, long service leave, sick leave or maternity leave?

If you did, there may be a waiting period before you can receive an income support payment. To avoid a situation where you have no access to funds and no access to an income support payment, you should contact Centrelink to find out how long your waiting period will be before you spend your termination payment.

You may also have a waiting period depending on the amount of liquid assets (for example, money, shares) you have available.

You should contact us as soon as possible once you cease employment.

## How to get more Employment Separation Certificates

To get more Employment Separation Certificates, you can:

- go to **servicesaustralia.gov.au/forms** and print more copies
- call **1300 367 676** or **131 158**, to get more copies of this form
- provide all the required information in a letter on your company letterhead and fax to **132 115**
- photocopy the Employment Separation Certificate on the next pages and make sure you place your stamp on the photocopy.

**This document certifies employment information. Please read the information on page 1 before completing this form.**

Note: Personal information is protected by law and can be given to someone else only in special circumstances, where Commonwealth legislation requires or where you give permission. Giving false or misleading information is a serious offence.

**If completing form by hand:**

- Print clearly using a black pen only
- Use BLOCK LETTERS
- Print one character in each box
- Print in all appropriate boxes
- Do not use correction fluid or tape
- Mark boxes **X**

**1 Employee details** (Former employees please see important information on page 1 of this form.)

Family name


First given name


Address


Postcode

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Date of birth

Day	Month	Year								
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**2 Employer details**

Business/Trading name


Address


Postcode

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Australian Business Number (ABN)

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Name of contact


Position held in organisation

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**3 Employment details**

Date employee started working for you

Day	Month	Year								
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Date employment ceased

Day	Month	Year								
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**4 Reason for separation**

- Shortage of work ☐
- Unsuitability for this type of work ☐
- End of season or contract ☐
- Redundancy ☐
- Unsatisfactory work performance ☐
- Misconduct as an employee ☐
- Employee ceasing work voluntarily ☐
- Other ☐

Please give reason and/or further details below


**5 Has a claim been made, or is a claim likely to be made, for workers compensation?**

No ☐ Yes ☐

**6 What was/is the person's final gross payment including leave and redundancy payments?**

\$ 

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 .00



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**7 On termination, did you pay or will you pay the person, any unused leave entitlements or final gross redundancy?**

No ☐ Yes ☐ Provide details below

Type of leave	Date paid/to be paid			Period covered (number of working days)	Gross amount \$	Number of days employee worked per week
	Day	Month	Year			
Redundancy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In lieu of notice	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gratuity or golden handshake	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sick Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rostered days off	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maternity Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Long Service Leave <input type="text"/> or <input type="text"/> day week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**8 If the person was paid a redundancy payment, in lieu of notice or gratuity, what was the person's average gross weekly wage? (see page 2 – Definitions)**

\$ .00

**9 Did this person cash in any leave entitlements for money in the 12 months before finishing work?**

No ☐ Yes ☐ Provide details below

Type of leave	Number of working days	Amount \$ (gross)	Date paid		
			Day	Month	Year
Annual Leave (including leave loading)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Long Service Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**10 Employer's signature**

Contact phone  
number

Signature of employer  
or representative

Date

Employer's stamp  
(if applicable)