



## Request to Investigate Unregistered Service

**This form may completed electronically or by hand**

Please read and complete this form carefully. We can only investigate if the work was performed in South Australia and your employment ended within the last five years. If you would like to investigate service with multiple employers, you will need to complete one form per employer. Your application will be returned unprocessed if the form is not completed in full or supporting documentation is not attached.

### Personal Details

Worker Registration \_\_\_\_\_ First Names \_\_\_\_\_ Surname \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Email Address \_\_\_\_\_

### Employer Details

Business Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Business Telephone \_\_\_\_\_ Business Email \_\_\_\_\_  
Contact Person who can verify your employment (eg owner of business, payroll, supervisor) \_\_\_\_\_  
Contact Position \_\_\_\_\_ Contact Telephone \_\_\_\_\_  
Contact Email \_\_\_\_\_

### Employment Details

Are you currently employed by this business?  Yes  No  
Start date of employment \_\_\_\_/\_\_\_\_/\_\_\_\_ End date of employment (if applicable) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Has this employer registered any of your period of employment?  Yes  No  
Start date of unregistered service \_\_\_\_/\_\_\_\_/\_\_\_\_ End date of unregistered service \_\_\_\_/\_\_\_\_/\_\_\_\_ (If applicable)  
How were you employed?  Full time  Part Time  Casual  Other (please describe) \_\_\_\_\_

### Documentation

In order for us to investigate, you must supply supporting documentation. Please provide copies, as originals cannot be returned.

Please tick the documents supplied

#### Category A

You must supply at least one of the below documents for each financial year you were employed. Payslips are preferred and will assist in progressing your investigation.

- Payslips (if possible the last payslip issued in each financial year)
- PAYG Payment Summaries (one for each financial year) *If you cannot locate your PAYG Payment Summaries (sometimes referred to as Group Certificates) you may be able to obtain these from the Australian Taxation Office.*
- Tax Returns with income from the employer highlighted (one for each financial year)
- Bank Statements with the net payment from the employer highlighted (for the whole period of employment)
- Superannuation Statements with the contributions from the employer highlighted (for the whole period of employment)

#### Category B

Please supply as many of the below documents as possible.

- Job Description or other document from your employer detailing your classification/occupation or duties performed
- Employment Contract or Job Offer
- Apprenticeship Training Contract
- Timesheets/job sheets/work diary detailing jobs and duties performed
- Separation Certificate

