



# Employment Separation Certificate

**This document certifies employment information. Please read the information on page 2 before completing this form.**

**Please 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.

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

Family name	<input type="text"/>	First given name	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Address	<input type="text"/>
Date employee started working for you	<input type="text"/> / <input type="text"/> / <input type="text"/>		
Date employment ceased	<input type="text"/> / <input type="text"/> / <input type="text"/>		Postcode <input type="text"/>

**2. Reason for separation**

Shortage of work	<input type="checkbox"/>	Unsatisfactory work performance	<input type="checkbox"/>	Please give reason and/or further details <input type="text"/> <input type="text"/> <input type="text"/>
Unsuitability for this type of work	<input type="checkbox"/>	Misconduct as an employee	<input type="checkbox"/>	
End of season or contract	<input type="checkbox"/>	Employee ceasing work voluntarily	<input type="checkbox"/>	
Redundancy	<input type="checkbox"/>	Other	<input type="checkbox"/>	

**3. Has a claim been made, or is a claim likely to be made, for workers compensation?** No  Yes

**4. What was/is the person's final gross payment including leave and redundancy payments?** \$

**5. Did you pay (in the last 12 months), or will you pay the person, any unused leave entitlements or final gross redundancy payments on termination?** No  Yes  Provide details below

Type of leave	Date paid/to be paid	Period covered (number of working days)	Gross amount \$	Tax free portion	Eligible Termination Payment (ETP) component	Amount held for rollover	Number of days employee worked per week
Redundancy	/ /		\$	\$	\$	\$	not applicable
In lieu of notice	/ /		\$	not applicable	\$	\$	not applicable
Gratuity or golden handshake	/ /		\$	not applicable	\$	\$	not applicable
Sick Leave	/ /		\$	not applicable	\$	\$	
Rostered days off	/ /		\$	not applicable	\$	\$	
Annual leave	/ /		\$	not applicable	not applicable	not applicable	
Maternity Leave	/ /		\$	not applicable	not applicable	not applicable	
Long Service Leave <input type="checkbox"/> or <input type="checkbox"/> day week	/ /		\$	not applicable	not applicable	not applicable	
Other	/ /		\$	\$	\$	\$	

**6. 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 – Definition) \$  per week

**7. In the last 12 months, did this person cash in any leave entitlements for money before finishing work?** No  Yes  Provide details below

Type of leave	Number of working days	Amount \$ (gross)	Date paid/to be paid
Annual Leave (including leave loading)		\$	/ /
Long Service Leave		\$	/ /
Other		\$	/ /

**8. Employer details**

Business/Trading name	<input type="text"/>	Australian Business Number (ABN)	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Address	<input type="text"/>	Phone number	( <input type="text"/> ) <input type="text"/>
	Postcode <input type="text"/>	Name and position held in organisation	<input type="text"/>
Signature of employer or representative	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Employer's stamp (if applicable)



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(for Certificate, see page 1)

## Information for Employers

### What are Employment Separation Certificates?

Employment Separation Certificates are needed by the Australian Government Department of Human Services to enable a person to claim income support payments. You should provide a certificate to an employee if requested. The information contained in the Employment Separation Certificate is used to ensure that correct payments are made to customers.

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

Thank you for taking the time to fill in this form. We appreciate your co-operation in answering these questions and returning the form to the employee for return to us **within 14 days** of being given this form.

However, your answers may be supplied to any person(s), (including those named in either the report or its attachments). If you do not want your answers released please attach a statement explaining your reasons. If the department is considering release of the information you supplied, your statement will be taken into account. The department may contact you further to discuss your concerns.

### What exactly are Employment Separation Certificates used for?

They are used to ensure that only eligible people get paid an income support payment and that they are paid the right amount from the correct date. This means we have to know all of the information on the other side of this form, such as when the person ceased employment.

### How can I get more Employment Separation Certificates?

If you need more you can:

- photocopy the Employment Separation Certificate on the other side and ensure that you place your stamp on the photocopy
- provide all the required information in a letter on your company letterhead
- call **1300 367 676** or **131 158**, to obtain further copies of this form
- print the copy of this form from our website [humanservices.gov.au/forms](http://humanservices.gov.au/forms)

### How can I make enquiries about Employment Separation Certificates?

The Department of Human Services provides a direct service to employers through its National Business Gateway. Our staff will answer any further questions you may have about the Employment Separation Certificate.

The National Business Gateway is also your first point of contact for any other information you may require about us in the future.

The direct phone number to the National Business Gateway is **131 158** or fax **132 115**.

### Long Service Leave

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

### Superannuation Guarantee

Employers have obligations to pay superannuation for eligible employees and some contractors. For further information visit [ato.gov.au](http://ato.gov.au) or call the Australian Taxation Office on **131 020**.

### Definitions

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

**ETP – Employment Termination Payments:** 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 an income support payment you will need to:

- go to [humanservices.gov.au](http://humanservices.gov.au) or
- call our Employment Services Line on **132 850** or
- visit one of our service centres.

The date of the first contact with us regarding your new claim is **very important** as it may be your first date of entitlement to a payment.

**IMPORTANT INFORMATION:** 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 the Department of Human Services 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 (e.g. money, shares) you have available.

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

To speak to us in languages other than English, call **131 202**.

**Note:** Call charges apply – calls from mobile phones may be charged at a higher rate.