

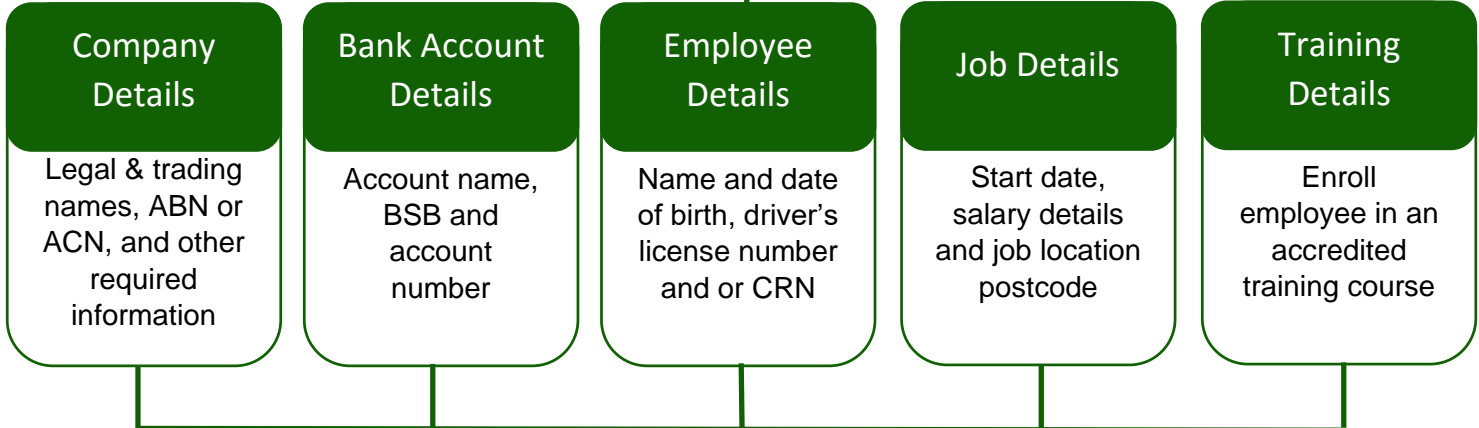


How to claim your Back to Work payment

Apply quickly and easily online to access **payments of up to \$12,000** for hiring eligible employees into full-time and part-time jobs, and **additional payments of up to \$4,000** for providing accredited training.



Gather the required information



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Are you eligible?
 All employers who hire an eligible employee into a Victorian job are eligible, except for:

- An employer with a poor workplace safety record,
- A recent employer of the eligible employee (where the employee is hired on or after 1 November 2015), and
- Municipal councils and other public, local or government bodies

Back to Work Claim Process



Providing Information

You are not required to provide evidence verifying your claim, but you are required to make a declaration that the information you provide is true and correct. You must, however, retain these records/documents for five years after lodging your claim and make them available to the State Revenue Office if requested.

The Commissioner of State Revenue is required to publish a quarterly report on their website that details the total amount paid under the Back to Work Scheme. The information does not identify the personal information of employees.



Making a Claim

Submit your Back to Work claims here:

<https://www.e-business.sro.vic.gov.au/btw/faces/public/captureEmployer.xhtml>

You can use one online claim process to claim for multiple eligible employees. Please note that you can claim your accredited training payment as part of this process.

Additional accredited training payments can be lodged as a separate claim at a later time.



Next Steps

Once you have lodged your BTW claim, you will receive a reference number and you can print the document for your records.

Payments are made by electronic funds transfer within 25 working days of lodging the BTW claim, if approved.

Alternatively, you can choose to offset your payment against any SRO liability, for example, payroll tax. If further assistance is required, email:

backtowork@sro.vic.gov.au

Why does the SRO want this information?

The information is collected by the State Revenue Office to enable it to administer payments under the Back to Work Scheme. If the information is not provided, the SRO may not be able to process and pay the Back to Work claim.

Can any other agencies get access to this information?

The information submitted to the State Revenue Office cannot be disclosed unless the job applicant consents or the disclosure is authorised by law.

However, under the Back to Work Act 2015, the State Revenue Office can disclose the information to other Commonwealth and state agencies, including the ATO, Centrelink, the Treasurer of Victoria, the Department of Treasury & Finance, WorkCover and Victoria Police.

Other Critical Subsidies/Incentives

Don't forget to claim the other funding initiatives to help you with employing, training new and existing staff, as well as;

- **Premium Safety Incentive**
- **Workers' Compensation Exemption**
- **Payroll Tax Rebates**
- **Wage Subsidies**

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P: +61 3 9832 0657 F: +61 3 9832 0610
E: mail@reworksol.com.au W: www.reworksol.com.au