

BACK TO WORK

Application evidence checklist

Why is it important to provide the information requested when you apply?

The Back to Work program requires evidence that your application meets all the program eligibility criteria.

Before you apply for a Back to Work payment it is important that you read the relevant Guidelines for Funding and Terms and Conditions for either the Back to Work Regional or Back to Work SEQ program.

This eligibility criteria are outlined in the Back to Work Guidelines for Funding:

<https://backtowork.initiatives.qld.gov.au/about/resources>

TIP Providing all the correct evidence at the time of application allows us to process your application sooner.

Still waiting for evidence documents?

If you are waiting for evidence documents (e.g. ABN Certificate) and it is getting closer to the due date (that is, 12 weeks from the employee's commencement date), you can still apply.

When you are asked to attach evidence to support your application provide all the information you do have and upload a Word document with a note letting us know what documents you still need to provide.

This will allow you to submit your application within the application timeframe (12 weeks from the employee's commencement date). The Back to Work Team will contact you to request the missing information once you have submitted the application.

TIP All scanned items must be valid, current and legible. They must be provided in a standard format (e.g. PDF, JPEG or Word). Documents requiring clarification or resubmission may result in delays to the application being processed.

Please note, providing incorrect, out-of-date or unclear documents will cause delays to your application being processed.

Have you uploaded:

Your ABN Certificate?

Yes

No

TIP A copy of your ABN Certificate (which includes a letter) can be requested from the Australian Business Register at <https://abr.gov.au/Contact-us/Contact-the-ABR/>

The ABN and name on the ABN certificate must match the ABN and name on your QGrants organisation account and the employee payslips you provide.

Have you uploaded:

Employee ID?

 Yes No

Acceptable identification documents are:

- An Australian driver licence
- Adult proof of age card (e.g. 18+ Card)
- Birth certificate
- Citizenship certificate or
- Passport. Note: if you provide an international passport (other than a New Zealand passport), you also need to provide proof of Australian permanent residency.

TIP The employee ID must be current (not expired) at the date the employee commenced employment.
The first name, surname and date of birth on the employee ID must match the first name, surname and date of birth on the application. Please check to ensure the details are correct and there are no typos.

Employee payslips?

 Yes No

An employee must have been in paid permanent employment with you for at least four continuous weeks prior to the initial application being made and must have worked the average hours relevant to a part-time or full-time application. To evidence that these requirements have been met, please provide:

- Payslips from when your employee commenced working with you up until they have completed their first four full weeks of employment with you.

TIP You must provide payslips not timesheets or a payroll summary.
The ABN and name on the payslips you provide must match the ABN and name on your ABN certificate and QGrants organisation account.
Payslips must meet the minimum requirement as set out by Fair Work Australia under the *Fair Work Act 2009* and the *Fair Work Regulations 2009*. Information on the legal requirements for payslips is available through the Fair Work Australia website at <https://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/pay-slips>

Further information

- Visit qld.gov.au/backtowork
- Read the [Back to Work Guidelines for Funding](#)
- Find your local [Back to Work Team](#)

