

## Certificate of earnings form

### *Victims Rights and Support Act 2013*

#### About this document

This form is to be used by a victim's employer, or if self-employed, by their accountant. This form is to verify a victim's claim for loss of earnings as a result of an act of violence.

#### All fields are mandatory

The information on this form is collected for the purposes of furthering the named victim's application for support under the *Victims Rights and Support Act 2013* ("the Act"). It will be stored, used, and disclosed in accordance with the Department of Communities and Justice ("the Department") privacy policy and privacy management plan, available on the Department's website at [www.dcj.nsw.gov.au](http://www.dcj.nsw.gov.au).

#### Part A: Employee details (*victim*)

1. Full name
2. Date of birth *(dd/mm/yyyy)*
3. Residential address
4. Contact number
5. Email address

#### Part B: Employment details

6. Place of employment
7. Date employed *(dd/mm/yyyy)*
8. Date employment ceased (*if applicable*) *(dd/mm/yyyy)*
9. Nature of employment full-time      part-time      casual
10. Employee's usual work hours
11. Employee's usual weekly earnings before the act of violence (*please provide an average of the employee's weekly earnings before the act of violence. Alternatively, you can attach payslips, payment summaries, or other evidence*)

## Part C: Leave and other entitlements

12. Has the employee received sick or other leave entitlements for the time they took off as a result of the act of violence?  
(mark only one)

No

Yes ▶ *please provide details*

Leave type	Date from	Date to	Amount	Paid/not paid?
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13. Has the employee received worker's compensation or other insurance benefits for the time they took off as a result of the act of violence? (mark only one)

No

Yes ▶ *please provide details*

Leave type or benefit	Date from	Date to	Amount
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## Part D: Details of person completing this certificate (employer or accountant)

14. Full name

15. Position in business

16. Contact number

17. Email

18. Signature

19. Date

(dd/mm/yyyy)

### Important note on loss of earnings

Loss of Earnings is paid at a rate prescribed under the *Workers Compensation Act 1987* (NSW) which is the maximum weekly amount payable for loss of earnings. The effect of this is that if a victim is eligible to receive loss of earnings, they may not receive the full amount they would have earned had they been working.