

Claimant: _____

PAYMENT CLAIM

ABN: _____

Claim No: _____

To (respondent): _____

Date of claim: _____

Project: _____

Contract ref: _____

Month(s) the work was carried out: _____

Claimant email for documents: _____

STATEMENT THAT THE CLAIM IS MADE UNDER THE ACT

Tick the line for the Act that applies (required in NSW s 13(2)(c), VIC s 14(2)(e), WA s 24(1)(d)). Queensland requires no statement.

☐ NSW — This is a payment claim made under the Building and Construction Industry Security of Payment Act 1999 (NSW).

☐ VIC — This is a payment claim made under the Building and Construction Industry Security of Payment Act 2002 (Vic).

☐ WA — This is a payment claim made under the Building and Construction Industry (Security of Payment) Act 2021 (WA).

CONSTRUCTION WORK AND GOODS CLAIMED

ITEM	DESCRIPTION — WORK, GOODS AND SERVICES (ITEMS AND QUANTITIES)	QTY / % COMPLETE	AMOUNT CLAIMED \$

CLAIMED AMOUNT (EXCL. GST)

AMOUNTS

GST: \$ _____

Claimed amount (incl. GST): \$ _____

REQUEST FOR PAYMENT

The claimant requests payment of the claimed amount. (A Queensland claim must request payment: BIF Act s 68(1)(c).)

SUPPORTING DOCUMENTS ATTACHED

Day labour dockets, approved variation references, photos and progress records the claim relies on.

BEFORE YOU SEND IT

Check the earliest day you can serve this claim and the latest, serve it in a way your contract or the Act allows, and keep proof of when it was served. A head contractor claiming from the principal may also need a supporting statement (NSW s 13(7)–(9), on the official form; QLD s 75(6)).

SERVED

CLAIMANT

Name: _____

Date: _____

RECEIVED BY (RESPONDENT)

Name: _____

Date: _____