



THE CIRT (QLD)  
REDUNDANCY SCHEME

**CIRT Portal -  
Complete CIRT Claim**

# Submit CIRT Payment Applications

When logging on to the CIRT Portal, an employee will be directed to the screen shot below. To lodge a CIRT claim, they will need to click on the highlighted button and complete all required fields. There is an option to Update Contact Details in this screen if changes are required. Once all details are correct, you must Agree to Terms and Conditions and Continue.

The screenshot shows the CIRT Portal home page. At the top, there is a navigation bar with the following options: Two Factor Setup, Update TFN, Update Banking Details, Change Password, Lodge Jetco Claim, Update Contact Details, and Lodge CIRT Claim. The 'Lodge CIRT Claim' button is highlighted with a green circle. Below the navigation bar, there are tabs for 'Save' and 'Discard'. The main content area is divided into sections: 'Member' (with sub-tabs: Details, Address, Financial, Recent Activity), 'Preferred Name' (input field), 'Code\*' (EMPLOY1), 'Current Balance' (\$5,380.00), 'Title' (Mr), 'First Name\*' (DEMO), 'Middle Name' (input field), 'Date of Birth\*' (01/01/2000), 'Gender' (input field), 'Occupation' (input field), 'Account Balance History' (6K), and 'Beneficiaries' (No Data). A blue 'Continue' button is visible at the bottom of the page.

Once you have clicked the continue button, you will be directed to the below screenshot.

The screenshot shows the CIRT Portal claim submission page. At the top, there is a 'Discard' button. The main content area is divided into sections: 'Employee\*' (EMPLOY1 - DEMO - <Unknown> - EMPLOYEE), 'Claim Date' (27/08/2019), 'Claim Instructions' (To claim all money available in your account, select the option to make a full claim. If you do not wish to claim the contributions from all employers or, you wish to claim a specific amount, select "Make a partial claim". You will be able to select the amount or the employers you are claiming on the next page.), 'To make a Full Claim select "Yes". To make a Partial Claim select "No"' (No Yes), and 'Available Employments\*' (Demo Employer - DEMOEM1, Start Date: 01/07/2019, Available Amount: 5380). Below this, there is a 'Claim Documentation' section with an 'Add' button and a 'Description' input field.

This screen requires you to choose if you are making a Full Claim or a Partial Claim. You will also be prompted to decide if you would like to wait until the final contribution has been made by the selected employer. It is important to note, if you do not wait for the final payment and make a second claim for this money later, you will be charged a second withdrawal fee of \$40.00.

Making a Full Claim will mean you are claiming all available money in your CIRT account. Selecting a Partial Claim will allow you to select the dollar amount you wish to claim or which employers you are claiming from.

You can also attach any documentation which you believe may be required on this screen and add descriptions to each attachment. Click the Continue button in the top right corner to continue the claim.

You will then be prompted to confirm or Update Banking Details on the next screen as shown below. Claims are paid via Direct Deposit to the nominated bank account. These details must be correct before continuing with the claim.

Home

Discard

Cancel Update Banking Details Continue

Members Identifier and Name EMPLOY1 - DEMO - <Unknown> - EMPLOYEE Claim Date\* 27/08/2019

Instructions

Claims will be paid via Direct Deposit to your nominated bank account. Please confirm or update your bank details below.

Bank\* Account Name\*

• is a required property • is a required property

BSB\* Account Number\*

• is a required property • is a required property

The next screen informs you if you do not provide your Tax File Number on your claim, this will result in withholding tax being charged at the highest marginal tax rate regardless of termination reason.

Once you have entered your Tax File Number and pressed Continue, you will be directed to the below screenshot which asks all details are reviewed and confirmed before finalising the CIRT claim. Once you click Continue, the claim will be completed and sent for processing.

Home Logout

Update Claim Refresh Details Discard Cancel Continue Details are ok

**Instructions**  
Please review to ensure all details are correct and contin

**Note**  
The amounts shown are estimates only based on current contribution balances. They may vary in the event of additional contributions from employers prior to the claim being processed.

**Terms and Conditions**

- 1) All details must be given in order for your claim to be processed.
- 2) If you are applying for a benefit payment other than as a result of redundancy, please contact the administrator for the other information required
- 3) Claims other than as a result of redundancy MUST be submitted to the administrator WITHIN 12 months of employment termination to be eligible for reduced tax rates. For more information on current tax rates, visit: [www.cirt.com.au](http://www.cirt.com.au)
- 4) A \$40 fee applies to most claims
- 5) Contributions are usually made to CIRT the month after they are earned. Unless notified otherwise, your claim will be processed after your final contribution has been received
- 6) PAYG Summaries will be made available to online once the claim has been processed. Employees will receive an email confirming their claim has been paid and will be able to log in and download their PAYG Summary Documentation.

<b>Employee*</b>	<b>Date of Birth*</b>
EMPLOY1	01/01/2000
<b>Street</b>	<b>Suburb</b>
55 SHAND STREET	ENOGGERA
<b>Post Code</b>	<b>State</b>
4051	AUSTRALIA - QLD