


## Standard choice form (for employers)

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Suncorp Portfolio Services Limited (Trustee)  
ABN 61 063 427 958, AFSL 237905, RSE L0002059



**Give this form to your employees when they start work with you if your Suncorp Everyday Super account is your default super plan.**

**Your employees can also use this form if they want to pay their super contributions to another super fund by completing Part A.**

Please don't send this form to the Australian Tax Office or Suncorp.

Tips to help you complete this form

- Use a blue or black pen and write in CAPITAL letters
- Use an 'X' to mark answer boxes
- Complete all sections of the form and sign and date on the last page

Have any questions?

If you'd like help completing this form, or if you have any questions, just call us on 1800 191 517. We'll be happy to help.

We don't collect this information. This form only provides a format for your employees to give this information to you as an employer.

### Part A - Employee to complete

#### Personal details

You only need to complete this section if you want to choose the superannuation fund that your employer's superannuation contributions are paid to.

Title

Last name

Given name(s)

Employee identification number  (if applicable)

TFN

Make sure your super fund knows your TFN. Giving your TFN to your super fund can help you keep track of your super money, allows you to pay extra contributions and makes sure your money gets taxed at the special concessional rate.

#### Choice of super fund

Please choose where you want your super contributions to be paid by placing an 'X' in one box below

- My own choice of super fund named in **Details of my chosen super fund** on the next page
- My employer's nominated super fund in **Your employer nominated super fund** on the next page

## Details of my chosen super fund

Fund name

Superannuation Product Identification Number (SPIN)

Fund's phone number

Fund's website

## Appropriate documentation

Place a cross (X) in the box if you have attached the required information.

- I have attached:
- a letter from the Trustee stating this is a complying super fund.
  - written evidence from the super fund stating they will accept contributions from my employer and
  - details about how my employer can make contributions to this super fund.

Your employer isn't required to accept your choice of super fund if you haven't provided the appropriate documents.

If you have completed **Part A**, return this form to your employer and keep a copy for your own records. Don't send this form to the Australian Tax Office or your super fund.

## Part B - Employer to complete

### Employer details

Company name

Trading name (if applicable)

ABN

Signature  Date

Full name

## Your employer nominated super fund

Fund name	Suncorp Everyday Super
Fund address	GPO Box 2585 Brisbane QLD 4001
Fund ABN	98 350 952 022
Superannuation Product Identification Number (SPIN)	RSA0682AU
Phone number	1800 191 517
Email address	everydaysuper@suncorp.com.au

### Employer record

Date valid choice form is accepted

Date you act on your employee's valid choice

Please don't send a copy of this form to the Australian Tax Office or your super fund. You must keep a copy for your own records for a period of five years.

When you receive this form and all the required information from your employee, and where an employee has chosen a super fund, any contributions you make in the two months after receiving the form can be made to either your nominated super fund or the employee's new chosen super fund.

Contributions after the two month period must be made to the employee's new chosen super fund.