



## Payment details

### Direct debit

Your employer can conveniently contribute to your Suncorp WealthSmart account on a regular basis by setting up a direct debit facility. There's no minimum for direct debits made by your employer. Please complete a Direct Debit Request form.

Deductions from the nominated bank account are made on or around the 1st of the relevant month. You can change or cancel this arrangement at any time and we must receive your request on or before the 25th of the month for it to be effective for the next scheduled direct debit.

### BPAY®

Bill code	Contribution type
787275	Personal contribution
787317	Employer salary sacrifice
787309	Employer SG and award
787291	Employer voluntary

Your CRN is provided in your welcome pack, or you can call us, or login to Suncorp WealthSmart Online to obtain your reference number.

### Cheque

Please make cheques payable to 'Suncorp Portfolio Services Limited - <account name>'

## 4. 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 that this is a complying super fund.
- written evidence from the super fund stating that 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 Suncorp WealthSmart.**

Signature

Date //

## Part B. Employer to complete

**Note: Employer only needs to complete Part B if your employee wants their super contributions to be paid to your nominated super fund below.**

## 5. Employer details

Company name

Trading name

ABN

Signature

Date //

Print full name

## 6. Your employer nominated super fund

If the employee doesn't choose a different fund, super contributions will be paid to the following super fund on behalf of the employee.

Fund name

Superannuation product identification number (if applicable)

For the fund's product disclosure statement (if applicable) phone

Fund's website

### For your employer's records

This section must be completed when the employee returns this completed form to you.

Date valid choice is accepted //

Date you act on your employee's valid choice //

**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.