

Standard choice form

Issued 1 January 2014

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

Use this form to tell your employer you want your super contributions paid into your Suncorp Everyday Super account



Please don't send this form to the Australian Tax Office or Suncorp. Just provide it to your employer.

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

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 you as an employee to give this information to your employer.

Personal details

Suncorp Everyday Super account number

Title

Last name

Given name(s)

Employee identification number

(Speak to your employer if this is applicable to you.)

TFN

Make sure we know your TFN. You can check by logging into your online account or by looking at your latest annual statement. Giving your TFN to us 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. You can give us your TFN by logging into your online account – completing your TFN on this form will only provide it to your employer – it won't update on our systems.

Choice of super fund

I request that all my future super contributions be paid to my own choice of super fund, Suncorp Everyday Super.

Signature

Date / /

Details of my chosen super fund

Customer reference number	
Fund name	Suncorp Everyday Super
Fund address	GPO Box 2585 Brisbane QLD 4001
Fund ABN	98 350 952 022
Unique superannuation identifier (USI)	RSA0682AU
Phone number	1800 191 517
Email address	everydaysuper@suncorp.com.au

How your employer can make contributions to your Suncorp Everyday Super account

Suncorp Portfolio Services Limited (ABN 61 063 427 958, AFS Licence No. 237905 RSE No L0002059) is the trustee of the Suncorp Master Trust (ABN 98 350 952 022) (SMT).

The SMT, which Suncorp Everyday Super is part of, is a complying superannuation fund and is a resident regulated superannuation fund within the meaning of the Superannuation Industry (Supervision) Act 1993. The Trustee has not received in relation to any of the products listed above a written notice directing the Trustee not to accept any contributions made to the SMT by an employer sponsor.

Contribution acceptance

For superannuation products, the Trustee can accept all contribution types including superannuation guarantee contributions from any employer on its members' behalf.

Direct debit

Your employer can conveniently contribute to your Suncorp Everyday Super account on a regular basis by setting up a direct debit from their own bank or financial institution account. There's no minimum for direct debits. Your employer will need to complete a **Suncorp Everyday Super – Direct debit request form** available from our website, everydaysuper.com.au.

Deductions from the nominated financial institution account are made on or around the first day of the relevant month.

Your employer can change or cancel this arrangement at any time, but we must receive the request on or before the 25th of the month for it to be effective for the next scheduled direct debit.

BPAY®

BPAY lets your employer contribute to your Suncorp Everyday Super account from their own bank or financial institution account. To make a BPAY payment, they'll need to use the below biller codes and your Customer Reference Number (CRN) which is different to your account number, and can be found by logging into your online account.

Contribution type	Biller code
-------------------	-------------

Personal contribution	787275
-----------------------	---------------

Spouse contribution	787283
---------------------	---------------

Employer SG and award	787309
-----------------------	---------------

Employer salary sacrifice	787317
---------------------------	---------------

Employer voluntary	787291
--------------------	---------------

Direct deposit at any Suncorp Branch

Pop into any Suncorp branch where we can accept cash or cheques. Your employer will need to use the **Suncorp Everyday Super – Deposit slips (for employers)** available on our website, everydaysuper.com.au.

Cheques should be made payable to 'Suncorp Portfolio Services Limited' with the name and account number on the back of the cheque.

Information for employers

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, 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, Suncorp Everyday Super. Contributions after the two month period must be made to Suncorp Everyday Super.