

# Suncorp Superannuation



## Contribution remittance form

Issued 27 May 2017

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

### Use this form to remit contributions for your employees

#### Tips to help you complete this form

- Use blue or black pen and write in CAPITAL letters
- Use a cross 'x' to mark answer boxes
- Complete all sections of the form, provide proof of identity (where required) 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 between 8am and 6pm (Eastern Standard Time) Monday to Friday.

**You can also submit contributions and your employees' information online via our secure site at [www.suncorp.com.au](http://www.suncorp.com.au)**

It's important that we have Tax File Numbers (TFNs) for your employees otherwise they'll pay additional tax on contributions. Also, we can't accept non-concessional contributions for your employees.

You're required by law to provide us with any TFNs you hold for your employees, unless they've asked you to withhold this information. Otherwise, you may be subject to penalties by the Commissioner of Taxation. Please speak to your adviser for further information.

### Employer details

Suncorp employer number

Employer name\*


Daytime phone number\*

Contact name\*

Employer email address\*

Contribution period / /  to / /

cheque attached  to be paid by BPAY®

 **Use the right Biller Code for the contribution you're making**

Employer SG and Award contribution	256594
Salary sacrifice contribution	256610
Spouse contribution	256628
Member contribution	256602
Employer voluntary contribution	256636

**Telephone & Internet Banking - BPAY®**  
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)

\*mandatory field  
29600 27/05/17 A

## Employer details

### Super contribution definitions

Employer compulsory (SG/Award) (concessional) Contribution that are required by law. This is normally a percentage of your employee's salary base.

Additional and salary sacrifice (concessional) Contributions other than for SG/Award. It may be part of the salary sacrifice agreement or as additional employer contributions.

## Contribution details

Please photocopy this page if you want to add more employees to this list, or complete via our secure site at [www.suncorp.com.au](http://www.suncorp.com.au)

Member name	Member account number*	Contributions			
		Employer		Voluntary employee (after tax)	Total
		Compulsory SG/Award	Additional and salary sacrifice		
				<b>Grand Total</b>	

# New member details

If any of the members listed in the above section are new and you haven't provided their details, please complete the new member details below.

Please photocopy this page if you want to add more employees to this list, or complete via our secure site at [www.suncorp.com.au](http://www.suncorp.com.au)

Member name\*  Date of birth //

Address

Tax File Number (TFN)

Email address\*

Mobile phone number\*

Occupation

Employment status

Commencement of employment //

Gender  Male  Female

Employment category

Hours worked

Salary \$  ,  ,   At work

# Declaration and signature

Signed on behalf of the employer by its authorised representative:


Signature  Date //


Print full name

Position

Note: Please ensure that ALL employee details are completed as processing delays may occur if this isn't the case.

Please send the completed form and any required attachments (such as a cheque) to:

 Suncorp Super  
GPO Box 2585  
Brisbane QLD 4001 Australia

 [super@suncorp.com.au](mailto:super@suncorp.com.au)