

# Suncorp Employee Superannuation Plan

## Standard choice form



Issued 15 December 2016

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 Employee Superannuation Plan account**

Please don't send this form to the Australian Tax Office or Suncorp. Just provide it to your employer. We don't collect this information. This form only provides a format for you as an employee to give this information 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 652 489.

### Personal details

Account number\*

Title\*

Last name\*

Given name(s)\*

Mobile phone number\*

Email address\*

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

Tax File Number (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.

\*mandatory field

### Choice of super fund

I request that all my future super contributions be paid to my own choice of super fund, Suncorp Employee Superannuation Plan.

Signature  Date

## Details of my chosen super fund

<b>Customer reference number</b>	
<b>Fund name</b>	Suncorp Employee Superannuation Plan
<b>Fund address</b>	GPO Box 2585 (IPC: LS004) Brisbane QLD 4001
<b>Fund ABN</b>	98 350 952 022
<b>Unique superannuation identifier (USI)</b>	98 350 952 022 123
<b>Phone number</b>	1800 652 489
<b>Email address</b>	staff.super@suncorp.com.au

## How your employer can make contributions to your Suncorp Employee Superannuation Plan 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 Employee Superannuation Plan 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.

**All employers should've been on SuperStream-compliant solutions by 31/10/2016 but if you haven't moved yet, we're currently still supporting these other methods below for the time being to support our customers as they transition.**

<b>Direct debit</b>	<p>Your employer can conveniently contribute to your Suncorp Employee Superannuation Plan 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 <b>Direct debit request form</b> available from our website, <a href="http://suncorp.com.au/super">suncorp.com.au/super</a>.</p> <p>Deductions from the nominated financial institution account are made on or around the 15th of the relevant month.</p> <p>Your employer can change or cancel this arrangement at any time, but we must receive the request on or before the 9th of the month for it to be effective for the next scheduled direct debit.</p>										
<b>BPAY®</b>	<p>BPAY lets your employer contribute to your Suncorp Employee Superannuation Plan 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.</p> <div style="border: 1px solid black; padding: 5px;">  <p><b>Use the right Biller Code for the contribution you're making</b></p> <table border="1"> <tr> <td>Personal contribution</td> <td>256602</td> </tr> <tr> <td>Spouse contribution</td> <td>256628</td> </tr> <tr> <td>Employer SG and award</td> <td>256594</td> </tr> <tr> <td>Employer salary sacrifice</td> <td>256610</td> </tr> <tr> <td>Employer voluntary</td> <td>256636</td> </tr> </table> <p><b>Telephone &amp; Internet Banking - BPAY®</b> Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: <a href="http://www.bpay.com.au">www.bpay.com.au</a></p> </div>	Personal contribution	256602	Spouse contribution	256628	Employer SG and award	256594	Employer salary sacrifice	256610	Employer voluntary	256636
Personal contribution	256602										
Spouse contribution	256628										
Employer SG and award	256594										
Employer salary sacrifice	256610										
Employer voluntary	256636										
<b>Direct deposit at any Suncorp Branch</b>	<p>Pop into any Suncorp branch where we can accept cash or cheques. Your employer will need to use the <b>Suncorp Brighter Super – Deposit slips</b> available on our website, <a href="http://suncorp.com.au/super">suncorp.com.au/super</a>.</p> <p>Cheques should be made payable to 'Suncorp Portfolio Services Limited' with the name and account number on the back of the cheque.</p>										

## 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 Employee Superannuation Plan. Contributions after the two month period must be made to Suncorp Employee Superannuation Plan.