

# SUPERANNUATION STANDARD CHOICE FORM - EMPLOYER



For use by employers who have chosen Energy Super as their default fund when offering employees a choice of fund and by employees to advise their employer of their chosen fund.

## SECTION A: EMPLOYEE TO COMPLETE

### 1. CHOICE OF SUPERANNUATION (SUPER) FUND

I request that all my future super contributions be paid to: (place an  in one of the boxes below)

- The APRA fund or retirement savings account I nominate (complete items 2, 3 and 5)
- The self-managed super fund (SMSF) I nominate (complete items 2, 4 and 5)
- The super fund nominated by my employer (complete items 2 and 5)

### 2. YOUR DETAILS

Name:

Employee identification number (if applicable):

Tax File Number (TFN):



You do not have to quote your TFN but if you do not provide it, your contributions may be taxed at a higher rate. Your TFN also helps you keep track of your super and allows you to make personal contributions to your fund.

### 3. NOMINATING YOUR SUPERANNUATION FUND

You will need current details from your Australian Prudential Regulation Authority (APRA) regulated fund or Retirement Savings Account to complete this item.

Fund Australian Business Number (ABN):

Fund name:

Fund address:

State:

Postcode:

Fund phone:

Unique Superannuation Identifier (USI):

Your account name (if applicable)

Your member number (if applicable)

### Required documentation

You need to attach a letter from your fund stating that they are a complying fund and that they will accept contributions from your employer. Correct information about your super fund is needed for your employer to pay super contributions.

### 4. NOMINATING YOUR SELF-MANAGED SUPER FUND (SMSF)

You will need current details from your SMSF trustee to complete this item.

Fund ABN:

Fund name:

Fund address:

State:

Postcode:

Fund phone:

Fund Electronic Service Address (ESA)

### Fund bank account

BSB code (please include all six numbers):

Account number:

### Required documentation

You need to attach a document confirming the SMSF is an Australian Taxation Office (ATO) regulated super fund. You can locate and print a copy of the compliance status of your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at [superfundlookup.gov.au](http://superfundlookup.gov.au)

If you are the trustee, or a director of the corporate trustee, you can confirm that your SMSF will accept contributions from your employer by making the following declaration (place an  in the box below):

- I am the trustee, or a director of the corporate trustee of the SMSF and I declare that the SMSF will accept contributions from my employer.

If you are not the trustee, or a director of the corporate trustee of the SMSF, then you must attach a letter from the trustee confirming that the fund will accept contributions from your employer.

## 5. SIGNATURE AND DATE

If you have nominated your own fund in items 3 or 4, check that you have attached the required documentation and then place an  in the box below:

I have attached the relevant documentation.

Employee's signature:

Date: (DD/MM/YYYY)  /  /

Return the completed form to your employer as soon as possible.

## SECTION B: EMPLOYER TO COMPLETE

You must complete this section before giving the form to an employee who is eligible to choose the super fund into which you pay their super contributions.



Sign and date the form when you give it to your employee.

## 6. YOUR DETAILS

Full business name:

ABN:

Signature:

Date: (DD/MM/YYYY)  /  /

## 7. YOUR NOMINATED SUPERANNUATION FUND

If the employee does not choose their own super fund, you are required to pay super contributions on their behalf to the fund that you have nominated below:

Fund's name:

**Energy Super (LGIAsuper as issuer)**

Unique Superannuation Identifier (USI):

**23 053 121 564 004**

For the Product Disclosure Statement (PDS) for this fund (if applicable) phone:

**1300 436 374**

Fund's website:

**energysuper.com.au**

## SECTION C: EMPLOYER TO COMPLETE



Complete this section when your employee returns the form to you with Section A completed.

## 8. RECORD OF CHOICE ACCEPTANCE

In the two months after you receive the form from your employee, you can make super contributions to either the fund you nominated or the fund the employee nominated. After the two-month period you must make payments to the fund chosen by the employee.



If you don't meet your obligations, including paying your employee superannuation contributions to the correct fund, you may face penalties.

Date employee's choice is received:

 /  / 

Date you act on your employee's choice:

 /  / 

Employers must keep the completed form for their own record for five years. **Do not send it to the ATO, the employer's nominated fund or the employee's nominated fund.**

## TAX FILE NUMBER NOTIFICATION

The Fund is authorised to collect your Tax File Number (TFN) by tax laws, the Superannuation Industry (Supervision) Act 1993, the Privacy Act 1988 and subsequent amendments.

By completing this form and providing it to the Fund, you will allow the Fund Trustee to use your TFN for:

- Calculating tax on any benefit to which you may be entitled
- Provision to the ATO for taxation and contribution limit purposes
- Provision to the ATO so they can determine whether you are eligible for a co-contribution payment
- Finding and amalgamating your superannuation benefits
- Provision to the ATO when you receive a benefit or have unclaimed superannuation money after reaching the aged pension age
- Provision to another superannuation provider receiving benefits you may transfer (We won't pass your TFN to any other superannuation provider if you tell us in writing that you don't want us to pass it on).

Supplying your TFN is voluntary and it is not an offence if you choose not to provide it.

However, if you choose not to provide your TFN to the Fund:

- We will not be able to accept any after-tax contributions (including spouse contributions) on your behalf
- Your taxable contributions received by us may be subject to additional tax of 34% (this is in addition to the 15% tax currently applicable to superannuation contributions)
- You may pay more tax on your superannuation benefit than is necessary (you may be eligible to get this back at the end of the financial year in your income tax assessment)

- It may be more difficult to find your superannuation benefit if you change address without notifying the Fund or to amalgamate any multiple superannuation accounts you may have
- You cannot receive the Government Co-contribution.

The lawful purposes for which your TFN can be used and the consequences of not quoting your TFN may change in the future as a result of legislative change.

More information on Tax File Numbers for superannuation purposes can be obtained from the Australian Prudential Regulation Authority on **1300 131 060** or the Australian Taxation Office on **13 10 20**.

### PRIVACY STATEMENT - YOUR PRIVACY IS IMPORTANT TO US

LGIAsuper (the issuer of the Energy Super product) respects your privacy. All personal information collected via this form is protected in line with LGIAsuper's Privacy policy. To find out more about how we collect and manage your personal information, please refer to our privacy policy available at [energysuper.com.au](http://energysuper.com.au)

## TALK TO US

**T** 1300 436 374

**E** [info@energysuper.com.au](mailto:info@energysuper.com.au)

**W** [energysuper.com.au](http://energysuper.com.au)

### Energy Super

Level 20, 333 Ann Street

Brisbane QLD 4000

PO Box 10530

Brisbane Adelaide Street QLD 4000