

Make personal and/or salary sacrifice contributions through your employer

Do not send this form to VicSuper - give this form to your Payroll Officer at your workplace.

* Indicates that providing this information is mandatory. Not doing so may delay the processing of your request.

When completing this form, please ensure you use all capital letters eg and check boxes with a cross eg

Important information

- Please complete this form to start making personal or salary sacrifice contributions through your employer or change your current level of contributions to VicSuper FutureSaver.
- If you are employed by the **Department of Education and Training** and wish to salary sacrifice, you may need to complete a different form. Contact your Business Manager, Payroll or HR department for more information.
- Contributions will be invested according to your future contribution nominations (if applicable), or your current investment options. Visit vicsuper.com.au for more information about VicSuper's investment options.
- If you are aged between 65 and 74 (inclusive), VicSuper can only accept personal or salary sacrifice contributions from your employer if you satisfy the work test or be eligible for and claim the work test exemption.
- All contributions and earnings on these amounts made to complying superannuation funds, such as VicSuper Fund (VicSuper FutureSaver), are preserved. This means that you generally cannot access your contributions as cash until you reach your preservation age (at least age 55, depending on your date of birth) and permanently retire from the workforce.
- Please be aware of the caps outlined in Steps 3 and 4 and ensure VicSuper has your tax file number (TFN). Without your TFN VicSuper cannot accept personal contributions into your VicSuper Fund account and generally must tax all concessional contributions (eg superannuation guarantee and salary sacrifice) at the top marginal tax rate plus the Medicare levy.
- If you have any questions, please call our Member Centre on **1300 366 216**.

Step 1: Personal details

Have you recently changed your address?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <i>(please specify)</i> <input style="width: 30px; height: 20px;" type="text"/>
Surname*	<input style="width: 100%; height: 25px;" type="text"/>	
Given name/s*	<input style="width: 100%; height: 25px;" type="text"/>	
Residential address*	<input style="width: 100%; height: 25px;" type="text"/>	
	<input style="width: 100%; height: 25px;" type="text"/>	
	<input style="width: 100%; height: 25px;" type="text"/>	
	Postcode* <input style="width: 30px; height: 20px;" type="text"/>	
Postal address <i>(if the same as your residential address, mark 'AS ABOVE')</i>	<input style="width: 100%; height: 25px;" type="text"/>	
	<input style="width: 100%; height: 25px;" type="text"/>	
	Postcode <input style="width: 30px; height: 20px;" type="text"/>	
Daytime phone number*	<input style="width: 100%; height: 25px;" type="text"/>	
Date of birth*	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Payroll number	<input style="width: 100%; height: 25px;" type="text"/>	

(employee reference number – payslip or payroll number)

Step 6:
Sign this form

- I authorise the deduction of the amount shown in Step 3 and/or 4 from my pay on a regular basis.
- I authorise my employer to forward my contributions to VicSuper.
- I have received and read VicSuper's privacy information. See Step 5.
- I understand that this request remains in force until I advise my payroll officer in writing of any change.
- I understand that my contributions will be invested according to my future contribution nominations (if applicable), or my current investment options.
- I also understand that this request will take effect from the next pay day as determined by my payroll officer.
- I am aware of the caps mentioned in Steps 3 and 4.

Signature* Date*

Step 7:
Give this form to your payroll officer

Do not send this form to VicSuper. Give it to your payroll officer, who will arrange for deductions from your pay to be deposited in to your VicSuper Fund account. Your employer will keep the completed form.

Step 8:
Employer use only

If you are deducting contributions from an employee's salary or wages after tax, these must be sent to VicSuper by the 28th day of the month after the month of deduction.

Date received

Effective pay date (Pay date from which change is to take place)

Signature Date

Name

Employer

Do not send this form to VicSuper – your employer will keep the completed form.

Additional information

If you are aged between 65 and 74 (inclusive), VicSuper can only accept personal or salary sacrifice contributions from your employer if you satisfy the work test or claim the work test exemption.

To satisfy the **work test** you must be gainfully employed for at least 40 hours in a period of not more than 30 consecutive days in the financial year in which the contribution is made.

To be eligible to claim the **work test exemption**, you must be aged between 65 and 74 and;

- have met the work test in the previous financial year and;
- have a total superannuation balance of less than \$300,000 as at 30 June last financial year (total balance of all superannuation accounts you hold at VicSuper and other funds) and;
- have not previously claimed the work test exemption

If you are aged 75 or over, VicSuper cannot accept personal contributions or salary sacrifice contributions from your employer. Once you are age 75, personal contributions and salary sacrifice contributions must be received by VicSuper within 28 days after the end of the month in which you turn 75.

