GPO Box 89 MELBOURNE VIC 3001
VicSuper Member Centre **1300 366 216**
vicsuper.com.au

VicSuper

Personal contributions via direct debit

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

Important information

- Complete this form to start making monthly personal (also known as non-concessional) contributions into your VicSuper FutureSaver account via direct debit.
- All contributions made to complying superannuation funds such as VicSuper Fund, and the earnings on these amounts, 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.
- If your circumstances change and you no longer meet the requirements to make personal contributions to VicSuper, you must notify VicSuper immediately.
- Please be aware of the contribution caps outlined in Step 3.
- If you are aged between 65 and 74 (inclusive), VicSuper can only accept personal contributions if you satisfy the work test or be eligible for and claim the work test exemption.
- The rules around personal deductible contributions have changed. If you would like to claim a tax deduction on your contributions, you must use the *Make a personal deductible contribution via direct debit (form V312)* for this purpose and follow the requirements in order to claim a deduction.
- If you have any questions or would like a current VicSuper Product Disclosure Statement (PDS), please call our Member Centre on **1300 366 216**. Alternatively, you can download a copy from **vicsuper.com.au/publications**

Step 1: Specify what you would like to do

	Relevant steps
☐ Start making (or recommence) monthly personal contributions into your VicSuper FutureSaver account via direct debit	Steps 2, 3, 4, 5 and 7
☐ Change the account from which your direct debits are currently made	Steps 2, 3, 4, 5 and 7
☐ Change your monthly payment amount	Steps 2, 3, 4, 5 and 7
☐ Defer/cancel your Direct Debit Request arrangement with VicSuper	Steps 2, 6 and 7

Step 2: Personal details

Member number

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other *(please specify)*

Surname

Given name/s

Date of birth Gender ☐ Male ☐ Female

Residential address

Postcode

Postal address
(if the same as your residential address, mark 'AS ABOVE')

Postcode

Phone number *(during working hours)*

Mobile number

Step 2: *(continued)* Personal details

Email

By providing your email address, you are agreeing to receive communications from VicSuper via email, or via VicSuper MembersOnline. You can change or further customise how you receive your communications from VicSuper at any time by logging into VicSuper MembersOnline or calling the Member Centre on **1300 366 216**. If you are not registered for VicSuper MembersOnline you can register online. Some correspondence cannot be sent electronically, so you may still receive some communications from VicSuper in the post.

Providing a personal email address rather than a work email address ensures we can contact you even if you change employers.

Tax file number (TFN)

Under the *Superannuation Industry (Supervision) Act* 1993, you are not obliged to disclose your tax file number but VicSuper cannot accept personal contributions into your VicSuper Fund account without your TFN. To confirm if VicSuper has your TFN, please call the VicSuper Member Centre on **1300 366 216** or login to VicSuper MembersOnline.

Would you like all your super in one place?

VicSuper can help! Simply tick the box below and we'll use your TFN to search for other super accounts you have. We'll then let you know so you can decide if you want to roll them over to VicSuper.

☐ I consent to VicSuper using my Tax File Number (TFN) to search Australian Taxation Office (ATO) records to locate superannuation amounts held on my behalf by other superannuation funds or by the ATO now and in the future. If search results include superannuation amount held on my behalf by the ATO I also consent to VicSuper requesting the ATO to transfer these amounts into my VicSuper account where possible, and using and disclosing my TFN for that purpose. I understand this consent is given in perpetuity, however I can revoke this consent by contacting the VicSuper Member Centre on **1300 366 216**.

If VicSuper doesn't have your tax file number on record, please provide it above.

Step 3: Nominate or change your account to be debited and your payment details

Non-concessional contribution cap: Currently there is a cap of $100,000 for non-concessional (or after-tax) contributions for the financial year. This is the annual cap per person across all superannuation funds. However, if your total super balance on 30 June in the previous financial year exceeds the transfer balance cap, at this time set at $1.6 million, then your non-concessional contributions cap will be nil. Subject to eligibility, members under age 65 can bring forward two years of future entitlements, equalling a non-concessional cap of $300,000 over 3 years. If you triggered the bring forward rule in the 2016/17 financial year and have not fully utilised the cap prior to 1 July 2017, then transitional arrangements apply. If you exceed this cap and you choose to leave the excess in your super; this excess will be taxed at your top marginal rate plus the Medicare Levy. Alternatively, you may elect for a refund on your excess. With this option, any related earnings will be taxed at your marginal rate and an offset will apply. VicSuper cannot accept non-concessional contributions without your tax file number.

- Please complete this step to nominate the account you would like your payments to be made from, and to nominate the payment amount and frequency of payment.
- If you are nominating a joint account, this form must be signed by both account holders.

Name of bank or financial institution

Account holder's name

Branch (BSB) number

Account number

Amount (whole dollars)

☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly

Start date

Step 3: *(continued)* Nominate or change your account to be debited and your payment details

I/we understand that by signing this form, I/we:
- authorise VicSuper Pty Ltd (User ID: 229600) to arrange for the specified funds to be debited from the account nominated above and transferred to VicSuper.
- acknowledge that the specified funds will be debited on the start date and payment frequency I have chosen above, until I/we authorise VicSuper to stop this arrangement.
- acknowledge that I/we have read and understood the service agreement attached to this form.
- have received and read VicSuper's privacy information. See Step 4.

Signature *(Account holder 1)* Date

Signature *(Account holder 2)* Date

Step 4: Read the *Privacy Brochure (personal information)*

The *Privacy Act* 1988 (Cwlth) governs the proper handling of personal information including how an organisation collects, uses, discloses and stores personal information.

You should have received information on how VicSuper handles personal information, either in your PDS or in VicSuper's *Privacy brochure (personal information)*. If you have not received this information or would like another copy sent to you, please call our Member Centre on **1300 366 216**.

Step 5: Please sign to commence or change your Direct Debit Request arrangement with VicSuper

- This section must be completed and signed by the VicSuper member making personal contributions via direct debit.
- Please tick the box below that applies to your situation.

Please tick the appropriate box:

☐ I am under age 65, **OR**

☐ I am between age 65 and 74 and have been gainfully employed for at least 40 hours in a period of not more than 30 consecutive days in the financial year in which my contribution is made, **OR**

☐ I am between age 65 and 74 and have satisfied the definition of the **work test exemption** and would like to claim the work test exemption for the current financial year.

I certify that I:
- currently meet the eligibility requirements to make personal contributions.
- understand the contributions will be invested according to my current investment options or, if I have elected, my future contribution nomination.
- agree to notify VicSuper if I no longer meet the eligibility requirements for making personal contributions.
- am aware of the contribution caps mentioned in Step 3.

Signature Date

Please retain this direct debit service agreement for your records

Direct debit service agreement

This agreement outlines VicSuper's service commitment to you regarding Direct Debit Request (DDR) arrangements made between VicSuper Pty Ltd and you. It sets out your rights, our commitment to you and your responsibilities, together with where you should go for assistance.

If you have any queries concerning this agreement or any debits made under it, please call our Member Centre on **1300 366 216**.

1. Initial terms of the arrangement

- In terms of the DDR arrangements made between VicSuper and signed by you, VicSuper undertakes to periodically debit your nominated account (see Step 3) for the amount specified in Step 3 for contribution into your nominated VicSuper account.

2. Drawing arrangements

- The first drawing under this DDR arrangement will take place on the start date you have selected. If we receive your form on or after five days from the start date selected, the first drawing may happen on the next scheduled drawing date.
- Thereafter, we will debit your account on your selected payment day and frequency.

3. Changes or enquiries

- VicSuper will not make any changes to this DDR arrangement unless advised by you.
- To change your DDR arrangement, you must complete another *Personal contributions via direct debit* form (V307) and return it to VicSuper **at least five working days** prior to the next scheduled payment date (the first working day of the month).
- Changes to your DDR arrangements may include:
  – changing the account from which your direct debits are made
  – changing your payment amount.
- All personal information held by VicSuper will remain confidential, except the information required by VicSuper's financial institution to initiate drawing from your nominated account.

4. Deferring or cancelling this arrangement

- You can defer or cancel your DDR arrangement with VicSuper at any time.
- To defer or cancel your DDR arrangement, you must complete another *Personal contributions via direct debit* form (V307) and return it to VicSuper **at least five working days** prior to the next scheduled payment date (the first working day of the month).
- If the above request is not received by VicSuper **at least five working days prior** to the next scheduled drawing date, the debit will be drawn as per your original DDR arrangement with VicSuper and acted on thereafter.
- If you wish to recommence direct debits from your account at a later date, you will need to complete another *Personal contributions via direct debit* form (V307) and return it to VicSuper.

Step 6: Please sign to defer or cancel your Direct Debit Request arrangement with VicSuper

- Complete this section to defer or cancel your Direct Debit Request arrangement with VicSuper.
- You can defer or cancel your Direct Debit Request arrangement with VicSuper by sending this form to VicSuper **at least five working days** prior to the next scheduled drawing date (the first working day of the month).
- Please select the relevant option:

☐ **Deferring your Direct Debit Request arrangement**

To defer your Direct Debit Request arrangement, please complete the section below.

I certify that I:

- wish to defer my Direct Debit Request arrangement with VicSuper effective from: Date
- and wish to recommence my Direct Debit Request arrangement with VicSuper effective from: Date

(the first day of the month)

☐ **Cancelling your Direct Debit Request arrangement**

To cancel your Direct Debit Request arrangement, please complete the section below.

I certify that I:

- wish to cancel my Direct Debit Request arrangement with VicSuper effective from: Date

I understand if the above request is not received by VicSuper **at least five working days** prior to the next scheduled drawing date (the first working day of the month), that the debit will be drawn as per my original Direct Debit Request arrangement with VicSuper and acted on thereafter.

Signature Date

Step 7: Send your form to VicSuper

Send your completed form to:

VicSuper,
GPO Box 89 MELBOURNE VIC 3001

Additional information

If you are aged between 65 and 74 (inclusive), VicSuper can only accept personal contributions 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. Once you are age 75, personal contributions must be received by VicSuper within 28 days after the end of the month in which you turn 75.

VicSuper Pty Ltd ABN 69 087 619 412 AFSL 237333 is the Trustee of VicSuper Fund ABN 85 977 964 496

Direct debit service agreement *(continued)*

5. Your obligations

- You must ensure that:
  - your nominated account can accept direct debits. Your financial institution will be able to confirm this for you.
  - on each drawing date, there are sufficient funds cleared in the account nominated in Step 3.
  - you advise VicSuper if the account you nominated in Step 3 is transferred or closed.
  - the details you give VicSuper of your nominated account are correct.
  - you meet the eligibility requirements for making personal contributions. See the 'Important information' section in the *Personal contributions via direct debit* form (V307).
  - you notify VicSuper if your circumstances change and you no longer meet the requirements for making personal contributions. See the 'Important information' section in the *Personal contributions via direct debit* form (V307).
- If your drawing is returned or dishonoured by your financial institution, VicSuper will inform you in writing and your payments will cease until you elect to recommence making personal contributions via direct debit. We may decide to recover from you any dishonour fees charged by the bank.

6. Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to contact us directly by calling our Member Centre on **1300 366 216**, between 8.30am and 5pm, Monday to Friday.
- If you do not receive a satisfactory response from us regarding your dispute, please contact your financial institution who will respond to you with an answer to your claim:
  - within five working days (for claims lodged within 12 months of the disputed drawing), or
  - within 30 working days (for claims lodged more than 12 months after the disputed drawing).
- VicSuper will refund the drawing amount if we can not substantiate the reason for the drawing.
- Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

The *Personal contributions via direct debit* form (V307) is available from the VicSuper website at **vicsuper.com.au/forms**

Alternatively you can call our Member Centre on **1300 366 216** to request a copy to be sent to you.