

Employee choice form

Employers, use this form to offer your employees choice of super fund (if CareSuper is your default fund).



IMPORTANT

Employees, once you complete this form return it to your employer. Don't send this form to CareSuper, your chosen super fund or the Australian Taxation Office (ATO).

Complete this form in blue or black pen using BLOCK LETTERS and tick where applicable.

SECTION A: EMPLOYEE TO COMPLETE

1. YOUR CHOICE OF SUPER FUND

I request all my future super contributions be paid to (select one option):

- CareSuper, my employers' default super fund. Simply complete your personal details at step 2 and sign this form at step 4.
- My choice of APRA regulated super fund, retirement savings account (RSA) or self-managed super fund (SMSF). Complete steps 2 and 3, then sign this form at step 4.

2. YOUR PERSONAL DETAILS

_____ Title _____ Given names _____

_____ Surname _____

_____ Employee ID number (if applicable): _____ Tax file number (TFN)* _____

*You don't have to provide your TFN but if you don't provide it, your super 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. DETAILS OF YOUR CHOSEN SUPER FUND

_____ Fund name _____

_____ Fund address _____

_____ Suburb _____ State/territory _____ Postcode _____

_____ Fund phone number _____ Member number (if applicable) _____

_____ Australian Business Number (ABN) _____ Unique Superannuation Identifier (USI) _____

_____ Account name (if applicable) _____

Additional information if you're nominating an SMSF

_____ SMSF electronic service address (ESA). This is a government requirement. See caresuper.com.au/faqs for more information or visit the ATO website.

SMSF bank account

_____ BSB (please include all six numbers): _____ Account number _____





YOU CHOOSE WHERE YOUR SUPER IS PAID

If you don't choose a super fund when you start a new job, your employer will need to check with the ATO if you have an existing super account (known as a stapled account) to pay your super into.

WE'RE HERE TO HELP

If you'd like more information or need assistance you can contact us.

 1300 360 149

 caresuper.com.au/getintouch

 caresuper.com.au

Required documentation

- If nominating an APRA regulated super fund or RSA, you need to attach a letter from your fund stating that they're 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.
- If nominating an SMSF, you need to attach a document confirming the SMSF is an ATO regulated super fund.

If you're 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 a ✓ 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're 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.

4. PRINT AND SIGN



Signature

Date (DD/MM/YYYY)

Full name



EMPLOYEES PRINT AND THEN SIGN THIS FORM

The form won't be valid if you don't sign and date it.

ONCE YOU'RE DONE

Return this form to your employer and keep a copy for your own records. Don't send this form to the ATO, CareSuper or your chosen super fund.

SECTION B: EMPLOYER TO COMPLETE

Employers, you must complete this section **before** giving this form to an employee,

Your business details

Business name:

Business ABN



Your signature or full name

Date (DD/MM/YYYY)

CareSuper is your default super fund

If your employee doesn't choose their own super fund and the ATO has advised you that the employee doesn't have a stapled super fund, you can meet your Super Guarantee (SG) obligations by paying super contributions on their behalf to your default super fund.

Fund name:	CareSuper	Unique Superannuation	
Address:	Locked Bag 20019 Melbourne VIC 3001	Identifier (USI):	CAR0100AU
ABN:	98 172 275 725	Phone:	1300 360 149
		Website:	caresuper.com.au

COMPLIANCE STATEMENT

CareSuper is a complying resident regulated superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993 (SIS Act)*. CareSuper is a registrable superannuation entity and may be nominated as a default fund as it meets the minimum statutory insurance cover requirements.

The Trustee of the Fund is CARE Super Pty Ltd
ABN 91 006 670 060
AFSL 235226.

SECTION C. EMPLOYER TO COMPLETE

Employers, complete this section **after** your employee returns this form to you with section A completed.

Record of choice acceptance

In the 2 months after you receive this form from an **existing employee** you can make contributions to their current fund or you can contribute to the new fund the employee nominated. After the 2-month period you must make payments to the new fund chosen by your employee.

For **new employees**, within the 2-month period, super contributions should be made to the employee's chosen fund or their stapled super fund if the employee hasn't made a choice. You can only make contributions to your default fund (CareSuper), if the ATO advises you the employee doesn't have a stapled fund.



EMPLOYERS COMPLETE THIS INFORMATION FOR YOUR RECORDS

Date you received this form (DD/MM/YYYY)

Date you acted on your employee's choice (DD/MM/YYYY)

! IMPORTANT

Employers, you must keep this completed form for 5 years. Don't send it to the ATO, CareSuper or your employee's chosen fund.