

Superannuation Standard choice form

Section A: Your Details

Surname

First/Given Name

What is your tax file number (TFN)?



Where your super should be paid is your choice. From 1 November 2021, if you start a new job and you do not advise your employer of your choice of super fund by completing this form, most employers will need to check with the ATO if you have an existing super account to pay your super into.

Section B: 1 Choice of superannuation (super) fund

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

The default super fund nominated by my employer Complete/check items **2**

The APRA fund or retirement savings account (RSA) I nominate Complete/check items **3 & 5**

The self-managed super fund (SMSF) I nominate Complete/check items **4 & 5**

2 Our Default super fund

If the Employee does not choose their own super fund, we are required to pay super contributions on their behalf to the DEFAULT fund that we have nominated. Details of our default fund are below:

Super fund name: **NGS SUPER (Non Government Schools Superannuation Fund)**

Unique superannuation identifier (USI):

Information about our default fund, including the 'Product Disclosure Statement', can be obtained from the fund directly.

Phone: **1300 133 177**

Super fund website address: <https://www.ngssuper.com.au/>



If you are already a member of NGS Super and would like your super paid into that account, please provide your Membership Number:

3 Nominating your APRA fund or RSA

You will need current details from your APRA regulated fund or RSA to complete this

item. Fund ABN (11 digits)

Fund name

Fund address

Suburb/town

State/territory

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 (11 digits)

Fund name

Fund address

Suburb/town

State/territory

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 ATO regulated super fund. You can locate and print a copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at <https://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 'X' 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 Relevant Documents

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

I have attached the relevant documentation.

RELEVANT DOCUMENTS


Nominating your APRA fund or RSA

- Attach a letter from your fund stating that they are a complying fund and that they will accept contributions from your employer.

Nominating your SMSF

- A document confirming the SMSF is an ATO regulated super fund.
- If you are not the trustee, or a director of the SMSF then you must attach a letter from the trustee confirming that the fund will accept contributions from your employer.
- If you are the trustee, or a director of the SMSF, check that you made the relevant declaration in section 4 above.

DECLARATION AND SIGNATURE

-  **NOTE:** This is a simplified form. If you are unsure about how to complete this form please contact the payroll office which will be able to provide some basic guidance, but can not advise you on financial or tax issues. Contact your financial advisor or refer to the ATO for more information.

 **DECLARATION:** *I declare that the information I have given is true and correct.*

Signature

Day Month Year

Date

You may have lost super

- It is important to keep track of your super – if you've ever changed your name, address or job, you may have lost track of some of your super
- Having several super accounts could mean that fees and charges are reducing your overall super investment
- You can register for our online services and use SuperSeeker to check all your super accounts, find any lost or ATO-held super and transfer your super into one account using a simple online form

FIND OUT MORE

- ato.gov.au/superseeker
- ato.gov.au/super – for information about super or choosing a super fund
- moneysmart.gov.au (on the Australian Securities & Investment Commission [ASIC] website) – search for 'choose super fund' for tips on how to choose a fund