

# SUPERANNUATION – SALARY SACRIFICE (UNISUPER) VOLUNTARY CONTRIBUTIONS



## EMPLOYEE DETAILS

Family Name:		First Name:	
Preferred Name:		Staff Number:	

## SALARY SACRIFICE OPTIONS

Do you wish to start, change or cancel your current salary sacrifice voluntary contributions? Select **one** box only:

- Start** making salary sacrifice voluntary contributions – complete **Option A**
- Change** my current salary sacrifice voluntary contributions – complete **Option B**
- Cancel** my current salary sacrifice voluntary contributions – complete **Option C**

## OPTION A – STARTING SALARY SACRIFICE CONTRIBUTIONS

You may choose any amount for your voluntary contributions – specified as an amount **OR** percentage of your pay.

How much do you want to contribute via salary sacrifice? This is in addition to any standard member contributions.	<input type="checkbox"/> \$		per pay period	<input type="checkbox"/>	ongoing
	<input type="checkbox"/> <b>OR</b>		% of my salary per pay period	<input type="checkbox"/> <b>OR</b>	<u>pay period</u> / / <u>end date:</u>

## OPTION B – CHANGING SALARY SACRIFICE CONTRIBUTIONS

State the <b>new</b> amount you want to contribute via salary sacrifice:	<input type="checkbox"/> \$		per pay period	<input type="checkbox"/>	ongoing
	<input type="checkbox"/> <b>OR</b>		% of my salary per pay period	<input type="checkbox"/> <b>OR</b>	<u>pay period</u> / / <u>end date:</u>

## OPTION C – CANCELLING SALARY SACRIFICE CONTRIBUTIONS

- I wish to cancel my current salary sacrifice voluntary contributions (effective next pay period)

## UNISUPER PRE-TAX DECLARATION

### DECLARATION BY EMPLOYEE

1. I declare that the information provided is complete and correct.
2. I understand that my salary sacrifice contributions will be invested according to my chosen investment option or options.
3. Benefits arising from contributions paid on my behalf may be subject to preservation requirements and, when paid, will be treated as concessional contributions. For the latest concessional contribution caps, please visit the [ATO website](#).
4. I consent to my salary sacrifice contributions deducted, via payroll deductions, before tax.
5. I accept responsibility to keep track of the amount of contributions and when they are received by the superannuation fund. For the current superannuation submission dates, please visit the [HR website](#).
6. This arrangement cannot be applied retrospectively and deductions will commence from the first available pay period following receipt of the form by Human Resources.
7. It is my responsibility to obtain independent financial advice before submitting this request.

Employee signature:		Date:	
---------------------	--	-------	--

## HR USE ONLY

Request received:		Voluntary Contributions (Pre-tax) to commence:	
-------------------	--	------------------------------------------------	--