

Contribution deposit form (for unregistered employers)

Sunsuper Pty Ltd ABN 88 010 720 840 AFSL No. 228975
Trustee of the Sunsuper Superannuation Fund ABN 98 503 137 921
Important: Please provide us with as much information as possible.
Use BLOCK letters and dark ink when completing this form and ensure it is signed and dated.

Call 13 11 84
Web sunsuper.com.au
Mail GPO Box 2924 Brisbane Qld 4001

This form is for employers wishing to make a contribution for an existing Sunsuper member, without becoming a registered employer - known as an unregistered employer payment.

Sunsuper cannot accept contributions from an unregistered employer for an employee that is not a member of Sunsuper. If you would like to make payments for an employee that is not a Sunsuper member, you will need to join Sunsuper as a registered employer.

Your employer details

Please note that this is not an application to become a participating employer. These details are collected so Sunsuper can contact you if there is a problem with your payment.

Employer's trading name	<input type="text"/>		
Contact name	<input type="text"/>		
Street address / PO Box	<input type="text"/>		
Suburb / Town	<input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Phone number	<input type="text"/>		

Important : As an unregistered employer, your payments will be allocated to your employee as an unregistered employer payment. The Sunsuper member's annual statement for your employee will show the payments you have made, but will not show they come from you.

Please turn over for important information about contribution eligibility.

Member details (details of the employee/s you are paying for)

* Denotes mandatory fields

Member number *	<input type="text"/>	Date of birth * (dd/mm/yyyy)	<input type="text"/>
Title	<input type="text"/>	Full * name	<input type="text"/>
Address *	<input type="text"/>		
Amount *	<input type="text"/>	Type of payment (e.g. Superannuation Guarantee)	<input type="text"/>
Tax file number	<input type="text"/>	* Please see <i>Important Information</i> page - Tax file number (TFN) notification section for reporting TFN requirements.	

Member number *	<input type="text"/>	Date of birth * (dd/mm/yyyy)	<input type="text"/>
Title	<input type="text"/>	Full * name	<input type="text"/>
Address *	<input type="text"/>		
Amount *	<input type="text"/>	Type of payment (e.g. Superannuation Guarantee)	<input type="text"/>
Tax file number	<input type="text"/>	* Please see <i>Important Information</i> page - Tax file number (TFN) notification section for reporting TFN requirements.	

Member number *	<input type="text"/>	Date of birth * (dd/mm/yyyy)	<input type="text"/>
Title	<input type="text"/>	Full * name	<input type="text"/>
Address *	<input type="text"/>		
Amount *	<input type="text"/>	Type of payment (e.g. Superannuation Guarantee)	<input type="text"/>
Tax file number	<input type="text"/>	* Please see <i>Important Information</i> page - Tax file number (TFN) notification section for reporting TFN requirements.	

Please turn over for important information 

Please return this form and a cheque to Sunsuper, GPO Box 2924 Brisbane Qld 4001.



Sunsuper preferred payment method for unregistered employer contributions is BPAY®. BPAY is a simple and convenient way for you to make payments to Sunsuper without having to send in paperwork or cheques.

To find out how to make BPAY payments please turn over.

Important Information

Unregistered Employer Payments

BPAY is the preferred payment method for unregistered employers. Once you make your payment, you are issued a transaction number, which you can keep as receipt of your payment.

All you need to do is:

- phone or log on to your financial institution and select BPAY as a payment type
- nominate the account you wish to debit
- enter biller code 38224 which identifies the unregistered employer contribution
- enter your employee's 10 digit BPAY reference number*
- enter the payment amount and confirm the transaction

If you wish to pay for an additional Sunsuper member, just repeat this process.

That's it - no cheques.

Please note: Sunsuper accepts BPAY payments from savings or cheque accounts only.



*The 10 digit BPAY reference number is available from your employee's fund notification form, or call **13 11 84** with your employee's Sunsuper membership number and you will be issued a reference number.

Telephone & Internet Banking - BPAY: Contact your bank, credit union or building society to make this payment from your cheque or savings account. More info: www.bpay.com.au ® Registered to BPAY Pty Ltd ABN 69 079 137 518

Who is covered under the Superannuation Guarantee?

The Superannuation Guarantee applies to all employers for most of their full-time, part-time and casual employees.

An 'employer' is someone who uses the services of an employee and may be an individual, firm, company, trust, government, public authority, non-profit organisation or a non-resident who has employees working in Australia.

As well as its normal meaning, 'employee' includes company directors, some artists, sports people and several other categories.

Individuals working under a contract wholly or principally for their labour are employees for superannuation guarantee purposes, even if they quote an Australian Business Number (ABN).

If you are not sure if you are required to pay superannuation guarantee contributions for your employee, please contact your accountant, financial adviser or the Australian Taxation Office.

Member Direct Voluntary / Salary Sacrifice Contributions - Conditions of Payment

Member voluntary contributions or Salary Sacrifice contributions can only be made to superannuation funds according to the following conditions.

1. If the employee is between 65 and 74 years of age, they 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 you make a voluntary contribution.
2. If the employee is 75 years of age or over, we cannot accept your voluntary contribution.

Superannuation Guarantee Caps

From 1 July 2007, the amount of concessional contributions in a year that will benefit from concessional tax treatment will be capped. For the 2011-2012 financial year, the concessional contributions cap will be \$25,000.

There's a transitional period from the 2007/2008 financial year through to the 2011/2012 financial year. If a person is aged 50 or over at any time from 1 July 2007, that person's concessional contributions cap for the year in which the person turns 50, and each subsequent year to 30 June 2012, will be double the standard concessional contributions cap. That person's concessional contributions cap will return to the standard cap for the 2012/2013 financial year and following years.

Providing Tax File Numbers

From 1 July 2007, where an employee quotes a TFN for employment purposes, it will be deemed to be quoted for superannuation purposes also. The employer's responsibility is to pass the TFN on to the ATO and to the superannuation entity to which employer contributions are paid.