

Employer Online Webpay

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

*Denotes mandatory fields

Your Sunsuper employer number
(if already an employer)

1 Employer details

Your trading name*
 Contact name*
 Business address*
 Suburb / Town*
 State* Postcode*
 Contact phone*
 Preferred email address*

Other information that will help us:

ABN
 ACN
 Other details (e.g. Mobile phone)

2 How do you want to make your payments?



(Please read and complete **section 3**).

Direct debit (User initiated)

(Please read and complete **section 4**).

3 Payments by

If you are not currently using BPAY® in your business, please check with your financial institution to see if this facility is available to you.

Month of first web contribution by BPAY

BPAY declaration **By signing this form I am making the following statements:**

I/we (name/s)

understand that by choosing BPAY to complete an online contribution, I/we are required to submit payment via my/our own financial institution. I/we acknowledge that the contribution obligation has not been met until this payment has been received by Sunsuper. I/we understand that this payment is required to be sent from my/our own financial institution within 24 hours of submitting the contribution online.

©Registered to BPAY Pty Ltd ABN 69 079 137 518

Signature

X

Date (dd/mm/yyyy)

Co-signature (if applicable)

X

Date (dd/mm/yyyy)

Once you complete and sign this form, please return it to Sunsuper and we'll send your login information and a password to get you started in Employer Online.

Please turn over to make your payment by direct debit

4 Payments by direct debit

Name of account	<input type="text"/>	Type of account	<input type="text"/>
Financial institution	<input type="text"/>	BSB number	<input type="text"/>
Street address / PO Box	<input type="text"/>	Account number	<input type="text"/>
	<input type="text"/>	Month of first web contribution by direct debit	<input type="text"/>
Suburb / Town	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>

Direct Debit Service Agreement

1 Why an agreement?

Through this application, you are allowing us to debit amounts from your bank* account. The amount, how often and the date we will debit your account depends on when you instruct us to do so. Since it is a self-initiated electronic funds transfer, we only receive money once we receive authorisation from you.

2 If Sunsuper wants to change this agreement

We will notify you at least 14 days before making any changes to this agreement.

3 If you want to change your payment or make an enquiry

If you want to change the account you authorise Sunsuper to debit, please complete a new *Employer Online Webpay* form. We will make the changes and confirm them on completion of your request.

Please call us on **13 11 84** if you want to:

- Change or cancel the amount to be debited. We require a signed document within seven days, notifying us of any changes or cancellations to the amount debited. We will make the changes and confirm them on completion of your request.
- Dispute a debit that has been made from your bank account. Sunsuper will respond to your initial dispute within five business days. If you are not happy with our response to your dispute, you may lodge a formal claim with your bank.

4 Weekends and public holidays

If you make a payment on a weekend or public holiday, we will debit your account on the next business day.

5 Make sure you have enough money in your account

You should make sure you have enough cleared funds in your account for us to debit your account. After you submit your contributions online, Sunsuper will debit your account on the next business day. Once you make a payment through the direct debit facility, a Transaction Confirmation number will automatically be provided.

6 Confidential

We will keep your bank account details confidential except when a court order applies, if Sunsuper's bank needs information about your account, or if you give us permission to reveal your bank details. The bank may need this information in connection with a claim made on it relating to an alleged incorrect or wrongful debit.

7 Check you give us your correct details

Before completing this form please check with your bank that:

- your bank account accepts direct debiting (as direct debiting through BECS is not available on all accounts), and
- the account number and BSB you give us are correct (refer to your bank statement or contact your bank if necessary).

8 Dishonour procedures

If the deduction is dishonoured three times, this facility will end immediately. A dishonour means the deduction could not be made because there were insufficient funds in the nominated account. If Sunsuper is advised of a dishonour you will be liable to pay the dishonoured amount to Sunsuper, including the application of any related fees.

* Note: where we refer to 'bank', this could also mean other financial institutions.

Direct debit declaration By signing this form I am making the following statements:

I/we (name/s)

authorise Sunsuper Pty Ltd ABN 88 010 720 840 ASFL No. 228975, (User ID: 066383), the Trustee of the Sunsuper Superannuation Fund, to arrange for funds to be debited from my/our account at the financial institution identified above and prescribed through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement above.

Signature

Date (dd/mm/yyyy)

Co-signature (if applicable)

Date (dd/mm/yyyy)

Once you complete and sign this form, please return it to Sunsuper and we'll send your login information and a password to get you started in Employer Online.

We are committed to respecting the privacy of the personal information you give us. Our formal Privacy Policy sets out how we do this. If you would like a copy of Sunsuper's Privacy Policy, please let us know. We have also published our Privacy Policy on our website at sunsuper.com.au.