

# Direct debit request

**For voluntary after-tax contributions by direct debit from your bank account.**

To make spouse contributions, please use a *Spouse contribution advice* form and check if you're eligible.

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.

## 1 Your details

Given names

Last name

Date of birth (dd/mm/yyyy)    Gender Male  Female

Street address / PO Box

Suburb / Town

State  Postcode

Daytime phone

Preferred email address

## 3 Monthly debit amount

Deduct this amount  \$  Month to begin deductions

Deductions from your account will be made on or about the 20<sup>th</sup> of each month. Minimum deduction amount is \$20 per month. Select the month you wish to begin deductions, but remember this form must be received by us at least 7 working days prior to your first deduction date, otherwise deductions may not begin until the following month.

## 4 Details of bank account to be debited

Name of financial institution (eg: ANZ)

Name on the account

Type of account (eg: savings)

BSB number   Account number

## 5 Direct debit authorisation

I/we, Title/s  Given name/s

Last name/s

**authorise –**

- Sunsuper Pty Ltd as Trustee for Sunsuper (User ID: 066 383) to arrange for funds to be debited from my/our account at the financial institution identified above and as prescribed above through the Bulk Electronic Clearing System (BECS);
- the Debit User to verify the details of the abovementioned account with my/our financial institution; and
- the financial institution to release information allowing the Debit User to verify the abovementioned account details.

This authorisation is to remain in force in accordance with the terms described in the Service agreement.  
**NOTE:** Please ensure that all account holders on the nominated account sign at right.

Your Sunsuper member number

## 2 Tax file number details

I agree to provide my tax file number (TFN) (tick one) YES  NO

My TFN is

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. The trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the trustee of your superannuation fund in writing that your TFN not be disclosed to any other superannuation provider.

It is not an offence not to quote your TFN. However giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- your superannuation fund will be able to accept all types of contributions to your account/s
- the tax on contributions to your superannuation account/s will not increase
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits, and
- it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

**We can't accept voluntary contributions without a TFN.**

### Check that you give us your correct details:

Before completing section 4, please check with your bank that:

- your bank account accepts direct debiting (some accounts don't), and
- the account number you give us is correct (refer to your bank statement or contact your bank if unsure).

See overleaf for additional information.

### When do direct debit deductions begin?

You can select the month you wish to begin deductions in section 3. Please remember, we must receive this form at least 7 working days before your first deduction date, otherwise deductions will begin the following month.

### Member signature

Date (dd/mm/yyyy)

### Account co-signature (if required)

Date (dd/mm/yyyy)

# Direct debit request information

## Direct debit request

### Personal contributions

You may make personal contributions to your Sunsuper account if:

- you're below 65 years of age, or
- aged 65 years or over but under the age of 75, and in the current financial year have worked in paid employment for 40 hours in a period of not more than 30 consecutive days, and
- you've supplied your tax file number (TFN) to Sunsuper.

Sunsuper is generally unable to accept personal contributions if you're aged 75 years or older.

If you're aged 75 years or over, you're not eligible to make voluntary contributions to your superannuation account unless the contribution is made within 28 days after the end of the month you turned 75 years.

Any personal contributions received which don't meet the above requirements will be refunded by Sunsuper. If your circumstances change and you no longer meet the above requirements please advise Sunsuper in writing to stop your direct debit or contributions will continue to be deducted.

### Co-contribution

You may be entitled to a Government co-contribution if:

- you made voluntary after-tax contributions to a complying super fund or a retirement savings account during the financial year
- your total income<sup>1</sup> was less than \$61,920 for the 2011/2012 financial year
- you're under 71 years old at the end of the financial year
- you lodged an income tax return for the financial year
- you've not held a temporary resident visa at any time during the financial year, and
- you earned 10 per cent or more of your total income from running a business if you're self-employed, or from eligible employment<sup>2</sup>, or a combination of both.

The maximum Government co-contribution is \$1,000 for 2011/2012. For more information, refer to our website at [sunsuper.com.au](http://sunsuper.com.au).

### Preservation

Any voluntary contributions you make must be preserved in your account until:

- you retire after reaching your preservation age (55 for people born prior to 1 July 1960 increasing in yearly increments to age 60 for people whose dates of birth range from 1 July 1960 to 1 July 1964)
- you've turned 60 years and stopped employment on or after turning 60 years
- you're totally and permanently disabled
- you're permanently incapacitated
- your death
- you reach age 65, or
- you reach your preservation age and purchase a non-commutable income stream.

You may also be able to apply to access preserved money in the case of severe financial hardship or on compassionate grounds.

### Conditions of use

- If you wish to cancel or alter your direct debit, you'll need to put your request in writing and send it to Sunsuper.
- Deductions are made on, or around, the 20th of each month.
- When the 20th falls on a weekend or public holiday, the deduction will be processed on the next business day.
- If the deduction is dishonoured three times, this facility will end immediately. A dishonour means the deduction couldn't be made because there isn't enough money in the nominated account or the account number provided is incorrect.
- If your total superannuation benefit is paid from Sunsuper, this deduction facility will end automatically.
- If Sunsuper is advised of a dishonour after your total superannuation benefit is paid out, you're liable to repay the dishonoured amount to Sunsuper.
- Any direct debits we receive after you turn age 75 must be returned to you. Under current Government legislation, personal contributions cannot be accepted past the age of 75.

### Non-concessional (after-tax) contributions cap

The amount of non-concessional contributions you can make in a financial year without being subject to additional tax is capped, subject to the 'bring forward' rule explained below. The cap for the 2011/2012 financial year is \$150,000.

You'll be liable to pay tax at 46.5% on non-concessional contributions in excess of the non-concessional cap. The Australian Taxation Office (ATO) will assess this tax, and you must withdraw an amount from your superannuation fund equal to your tax liability once the ATO makes their assessment.

### Bring forward rule

If you're under age 65 at 1 July of the financial year, you'll be able to 'bring forward' future entitlements to 2 years worth of non-concessional contributions. This means, for example, that a person under age 65 would be able to contribute non-concessional contributions totalling \$450,000 in the 2011/2012 financial year without exceeding their non-concessional contribution cap.

If you're aged 65 or over, you'll not be able to 'bring forward' your entitlements to make non-concessional contributions. Accordingly, if you're aged 65 to 74 you'll have a non-concessional contributions cap of \$150,000 for the 2011/2012 financial year.

## Service agreement

### 1 Why an agreement?

Through the Direct Debit Request (DDR) you're agreeing to allow us to debit amounts from your bank\* account.

### 2 If Sunsuper wants to change this agreement:

We'll notify you at least 14 days before making any changes.

### 3 Changing your direct debit, or making an enquiry:

Please contact us on **13 11 84** if you wish to make an enquiry, or:

- delay, change or cancel your direct debit – you need to advise us in writing at least 7 days before the date we debit your bank account, or
- dispute a debit that has been made from your bank account – Sunsuper will respond to your initial dispute within 5 business days. If you're not happy with our response to your dispute, you may lodge a formal claim with your bank. Your bank guarantees to respond to your claim within 7 business days.

### 4 Weekends and public holidays:

We'll always try to debit your account as per your instructions, except when the due date falls on a weekend or public holiday. In this case we'll debit your account on the next business day.

### 5 Make sure you have enough money in your account:

You should make sure that you have enough cleared funds in your account for us to debit your account. If Sunsuper is advised of a dishonour after all your super benefit is paid out, you're liable to repay the dishonour amount to Sunsuper.

### 6 Confidentiality

We'll 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.

### 7 Check that you give us your correct details:

Before completing this form please check with your bank that:

- your bank account accepts direct debiting (some accounts don't); and
- the account number you give us is correct (refer to your bank statement or contact your bank if necessary).

\* Note: Where we talk about "bank", this also means other financial institutions.

<sup>1</sup> Total income means your assessable income plus reportable fringe benefits plus reportable employer superannuation contributions.

<sup>2</sup> Eligible employment generally means anything resulting in you being treated as an employee. Amounts from eligible employment also includes some income of employees who think of themselves as being self-employed, such as those who run their business through a company and the company pays them salary or wages.