

# Direct debit request



13 11 84 | sunsuper.com.au  
Reply Paid 2924 Brisbane Qld 4001

⬇ For regular or single (where the amount is more than your daily BPAY® limit) voluntary after-tax contributions by direct debit from your bank account. If the amount is less than your daily BPAY limit please use the **Voluntary contribution form**.

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. Please tick box where appropriate. Use **BLOCK** letters and dark ink when completing this form and ensure it is signed and dated. \*DENOTES MANDATORY FIELD.

**Member number**

if already a member

## 1 Personal details

Title	First name*	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last name*	Date of birth (DD/MM/YYYY)*	Gender*
<input type="text"/>	<input type="text"/>	<input type="radio"/> M <input type="radio"/> F
Street Address/PO Box*		
<input type="text"/>		
Suburb/Town*	State*	Postcode*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home phone number	Daytime phone number*	
<input type="text"/>	<input type="text"/>	
Personal email address	Mobile phone number	
<input type="text"/>	<input type="text"/>	

Note: We can't accept voluntary contributions without a tax file number (TFN). Before you supply your TFN, please read the important information on page 3 of this form.

**Tax file number (TFN) details** – Sunsuper can use your TFN to help you bring your super together.

My TFN\*

**Look for other super for me:**

Tick and we'll use your TFN to search for any other super you may have with other funds or the ATO to the extent the law allows. If we find any money with the ATO, this will normally be transferred automatically to your Sunsuper account. If we find money with other funds, we'll be in touch with the results. Also, to help you keep track of your super, we'll complete an annual search on your behalf. To opt out, please call 13 11 84.

## 2 Debit frequency

Please **TICK** either a single payment or regular payments option. The minimum payment is \$20 per month for regular payments.

Single one-off payment

Regular payments

Single debit amount

\$

OR

Monthly debit amount

\$

Month to begin deductions (MM/YYYY)

**Important:** your single payment will be deducted from your bank account within 7 working days of us receiving your signed and dated form.

**When do regular direct debit deductions begin?**

The deduction/s will be made on or around the 20th of each month. You can select the month you wish to begin deduction/s. Please remember, we must receive this form at least 7 working days before your first deduction date, otherwise deductions will begin the following month.

## 3 Debit details

Before completing this section, please check with your bank that your bank account accepts direct debiting (some accounts don't).

Please check that the account number you give us is correct (refer to your bank statement or contact your bank if unsure). See page 3 for additional information.

Financial institution*	Name on the account*		
<input type="text"/>	<input type="text"/>		
BSB number*	Account number*	Type of account*	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Savings account	<input type="checkbox"/> Cheque account

Note: Credit card accounts cannot be accepted for your direct debit.

## 4 Employment status

**Members aged 67 to 74:**

If you're between 67 and 74 years of age, please confirm if you meet the work test for the current financial year (You must have worked in paid employment for 40 hours over 30 consecutive days). Once aged 75 we're unable to accept a voluntary contribution from you.

YES  NO

**If no, are you eligible for the work test exemption?**

**The work test exemption applies to me**

You must have met the work test in the previous financial year, have had a 'total superannuation balance' below \$300,000 on 30 June of the previous financial year, and not have previously relied on the work test exemption.

➔ Please continue over page

## 5 Claiming a tax deduction

Do you intend to claim a tax deduction for all or part of the contributions?

YES

NO

If yes, please complete the *Claim a tax deduction* online form in *Member Online* or fill out a *Notice of intent to claim a tax deduction* form available at [ato.gov.au](http://ato.gov.au) and return it to us. Once we have received your tax deduction notice, we'll send you a confirmation to include in your tax return.

**Please note:** to claim a tax deduction for years prior to 2017-18 you must have been self-employed. Visit [ato.gov.au](http://ato.gov.au) for more information.

## 6 Financial adviser

Please communicate with my financial adviser where possible regarding this form. I have attached (or previously provided) a signed third party authority for my financial adviser to access information about my Sunsuper account(s).

Please communicate with my financial adviser about this form via email. I acknowledge email is not a secure form of communication.

Adviser name/Company:

## 7 Authorisation and declaration Sign this application form and return to Sunsuper:

I/we 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 in section 3 and as instructed in section 2 through the Bulk Electronic Clearing System (BECS).
- the Debit User to verify the details of my/our account with my/our financial institution; and
- the financial institution to release information allowing the Debit User to verify my/our account details.

This authorisation is to remain in force in accordance with the terms described in the Service agreement overleaf.

Account holder 1, please print your full name\*

Date (DD/MM/YYYY)\*

Account holder 2, please print your full name

Date (DD/MM/YYYY)\*

**Note:** Please ensure all account holders on the nominated account print their name, sign and date here.

**If the member is not an account holder of the bank account to be debited, member needs to sign as well.**

Account holder 1, sign here\*

Date (DD/MM/YYYY)\*

Account holder 2, sign here\*

Date (DD/MM/YYYY)\*

Member to sign here\*

Date (DD/MM/YYYY)\*

 **Please return the form to Sunsuper**  
Reply Paid 2924 Brisbane Qld 4001  
OR online at  
 [sunsuper.com.au/contactus](http://sunsuper.com.au/contactus)

We are committed to respecting the privacy of personal information you give us. If you would like a copy of Sunsuper's Privacy Policy, visit [sunsuper.com.au/privacy](http://sunsuper.com.au/privacy) or call 13 11 84.

Sunsuper Pty Ltd ABN 88 010 720 840 AFSL No. 228975 Trustee of the Sunsuper Superannuation Fund ABN 98 503 137 921 MySuper Authorisation 98 503 137 921 996

# Direct debit request information

## Direct debit request

### Personal contributions

You may make personal contributions to your Sunsuper account if:

- you've supplied your tax file number (TFN) to Sunsuper, and
- you're below 67 years of age, or
- aged 67 years or over but under the age of 75, and have worked in paid employment for 40 hours in a period of not more than 30 consecutive days in the:
  - the current financial year, or
  - the previous financial year if your 'total superannuation balance' was below \$300,000 (as at the last day of the previous financial year) and have applied for an exemption to allow you to make personal contributions for a further 12 months after the end of the previous financial year. This exemption only applies once – if you later return to work, once you stop working again normal rules will apply.

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.

**Please note:** you are not eligible to make non-concessional (after tax) contributions if your total superannuation balance equals or exceeds \$1,600,000.

### Providing your TFN

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.

### 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 \$53,564 for the 2019-20 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 \$500 for 2019-20. For more information, visit

### [sunsuper.com.au/co-contributions](https://www.sunsuper.com.au/co-contributions)

You will not be eligible for co-contributions if:

- your non-concessional contributions exceed the cap for that financial year, or
- your total superannuation balance, as at 30 June of the previous financial year, equals or exceeds \$1,600,000.

For more information about Government co-contributions, visit [sunsuper.com.au/co-contributions](https://www.sunsuper.com.au/co-contributions)

### 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 on compassionate grounds.

### 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 2019-20 financial year is \$100,000.

Please contact the Australian Taxation Office (ATO) on **13 10 20** or go to [www.ato.gov.au](http://www.ato.gov.au) for information about tax, penalties and what to do if you exceed your contribution caps.

### 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 \$300,000 in the 2018-19 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 \$100,000 for the 2019-20 financial year.

**Note:** The Federal Government may change the rules and limits detailed on this page at any time.

### First Home Buyer Super Saver Scheme

Eligible contributions can also be withdrawn and used towards a first home deposit. Conditions apply, visit [sunsuper.com.au/fhsss](https://www.sunsuper.com.au/fhsss) for more information.

### Downsizer Contributions

If you are aged 65 or older you will be able to contribute the proceeds from selling your home as a one-off non-concessional contribution to your super, limited to \$300,000 per person (\$600,000 per couple). This measure applies where the contract of sale was exchanged on or after 1 July 2018, and does not include investment properties, holiday homes, caravans or other mobile homes. These contributions do not count towards the non-concessional contributions cap. For more information visit [sunsuper.com.au/downsizer](https://www.sunsuper.com.au/downsizer)

### Conditions of use

- If you wish to cancel or alter your direct debit, you'll need to give us 7 days notice. Cancellations can be done over the phone or in writing. Requests for alterations need to be put in writing and sent to Sunsuper.

- For regular payments, 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.

## Service agreement

### 1. Why an agreement?

Through the Direct Debit Request (DDR) you're agreeing to allow us to debit amount(s) 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 cancel your direct debit.

To:

- delay, cancel or change your direct debit – you need to advise us at least 7 days before the date we debit your bank account. Cancellations can be done over the phone or in writing. Delays or changes must be requested in writing.
- dispute a debit that has been made from your bank account please call or write to us – 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 for regular payments 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.