

Start or Change Regular Contributions to your Super

How to use this form

You can use this form to:

- Make voluntary contributions to your super from your pay
- Change your current contribution rate

If you want to make before-tax contributions to your super by salary sacrificing, don't use this form – simply ask your payroll office to set up a salary sacrifice arrangement for you.

Once you've completed this form, you'll need to return it to your payroll office at work. Please do not return this form to QSuper (Australian Retirement Trust).

Please complete in block letters, in blue or black ink.

1 Personal details

Title First name

Last name

Payroll/employee ID (if applicable)

Date of birth (dd/mm/yyyy)

/ /

2 Pay deduction instructions – standard member contributions if you are a Queensland Government employee

Standard member contributions

If you work for the Queensland Government, you might be required to make a standard member contribution of 2% to 5% (or 3% to 6% for police officers). Confirm with your employer if 0% (no member contribution) is an option available to you.

If you have an Accumulation account, your employer might have special arrangements so you may not have to make these standard contributions. Get in touch with your payroll office to find out more about this.

If you have a Defined Benefit account, you have to make a standard member contribution, so you can't choose the 0% option.

Select the rate you wish to contribute.

Standard member contributions

5% 4% 3% 2% 0%

Standard member contributions for police officers

6% 5% 4% 3% 0%

Once you've completed this form, make sure you give it to your payroll office at work, and not to QSuper (Australian Retirement Trust).

3 Pay deduction instructions – if you have a Defined Benefit account and want to 'catch up' on your contributions

If you have a Defined Benefit account and you have previously contributed less than the standard 5% (6% for police officers), you can increase your contributions up to a maximum of 8% (9% for police officers), to catch up on your standard member contributions. Please contact QSuper for more information or to check if you're eligible for catch-up rates.

Select the rate you wish to contribute.

Catch-up rate

6% 7% 8%

Catch-up rate for police officers

7% 8% 9%

If you would like to make any of these contributions before tax through salary sacrifice, please contact your payroll office, RemServ or Smartsalary.



Part of Australian Retirement Trust

4 Pay deduction instructions – non-concessional voluntary contributions

Voluntary contributions are money you contribute to your super fund from your after-tax income (your take-home pay).

These contributions:

- Are in addition to any compulsory super contributions you or your employer are required to make.
- Do not include salary sacrifice contributions to your super.

Some limits apply when it comes to how much you can add to your super. For more information, see qsuper.qld.gov.au/caps or read the product disclosure statement for your account type at qsuper.qld.gov.au/pds

Voluntary contribution amount

\$

How often

Weekly Fortnightly Monthly Quarterly

You can also make voluntary contributions before tax through salary sacrifice. Please contact your payroll office for more information about this option.

5 Declaration and authorisation

- I would like contributions from my pay to be deducted at the next available opportunity, for the percentage and/or amount I specified on this form.
- I am the person named on this form, or have a power of attorney to act on the employee's behalf.
- I declare the information I have given is true and correct.

Name

Signature

Date (dd/mm/yyyy)

/ /

Where to send this form

Give this form to your payroll office. Make sure you sign and date this form first.

6 For payroll office use only

Contributions commenced from pay cycle

Signature

Date (dd/mm/yyyy)

/ /

Note for employers

You need to use a clearing house to make contributions to QSuper accounts. If you have any questions, please call our Employer Help Desk on **1300 472 282**.

Make sure you keep this form for your own reference – you don't need to send it to QSuper.

QSuper details

Unique Super Identifier (USI): 60 905 115 063 001
ABN: 60 905 115 063

Member Centres

Visit qsuper.qld.gov.au/membercentres for locations.

Member Services team

Phone 1300 360 750
Overseas +61 7 3239 1004
Monday to Friday 8:00am–6:00pm AEST

Postal address GPO Box 200, Brisbane QLD 4001
Email qsuper@qsuper.qld.gov.au
Fax 1300 242 070
Website qsuper.qld.gov.au