

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.

Do not complete this form if you want to make before-tax contributions to your super through salary sacrifice. Instead, please contact your payroll office to set up a salary sacrifice arrangement.

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.

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 are generally required to make a minimum standard contribution of 2% (or 3% if you are a police officer). The standard rate of contribution is 5% of your salary (6% for police officers).

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.

Select the rate you wish to contribute.

Standard member contributions

5% 4% 3% 2%

Standard member contributions for police officers

6% 5% 4% 3%

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

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.



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 super contributions made through a salary sacrifice arrangement.

Some limits apply when it comes to how much you can add to your super. For more information, refer to *QSuper's Personal Contributions Guide* or product disclosure statement at qsuper.qld.gov.au/pds for your account type.

Voluntary contribution amount

\$

How often

Weekly Fortnightly Monthly Quarterly

You can also select to 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

Make sure you sign and date this form and then give it to your payroll office.

6 For payroll office use only

Contributions commenced from pay cycle

Signature

Date (dd/mm/yyyy)

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Note for employers

Contributions to QSuper must be made through a clearing house. 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
 Super Fund Number (SFN): 2610 419 41
 ABN: 60 905 115 063



Member Centres 70 Eagle Street, Brisbane
 63 George Street, Brisbane
 Sunshine Coast University Hospital,
 Ground Floor, Main Hospital Building,
 6 Doherty Street, Birtinya

Telephone 1300 360 750 (+61 7 3239 1004 if overseas)
 Monday to Thursday 8.30am – 5.00pm (AEST)
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