

PAYROLL DEDUCTIONS AUTHORITY FOR VOLUNTARY CONTRIBUTIONS

Your employer contributes to your super – but if you’d like to top-up your super you can contribute too, by making additional voluntary contributions.

Note that you must have provided your Tax File Number (TFN) to NGS Super before you can make contributions from after-tax salary. If your TFN has not been provided, these contributions cannot be accepted by the Fund and will be returned to you.

Contributions from pre-tax salary will be accepted by the Fund, however these will be subject to additional contributions tax unless your TFN is provided.

If you are uncertain as to whether or not you have provided your TFN, you can check these details on the NGS Super website www.ngssuper.com.au or by contacting the NGS Super Customer Service Team on **1300 133 177**.

About this form

If you wish to start, change or stop making contributions to NGS Super, you need to let your employer know by filling in this form and **giving it to your employer. You don’t need to send this form to NGS Super.** Our *Member Guide* (PDS) includes information about making contributions, you should read this before making a decision.

If you’re unsure of your decisions, we recommend that you see a licensed financial adviser.

If you need help

If you have any questions about completing this form, please contact your employer/payroll department.

Step 1. Complete your personal details
Please print in black or blue pen, in uppercase, one character per box.

Title Mr Mrs Ms Miss Other Date of birth / /

Given names

Surname

Work location

Payroll number

Step 2. Your contributions – START, STOP

To start making contributions after tax¹

I wish to start making contributions at the rate of % of my salary or \$, per pay period

To start making contributions pre-tax (salary sacrifice)¹

I wish to start making contributions at the rate of % of my salary or \$, per pay period

To stop making contributions

I wish to stop making contributions effective from the next pay period.

¹ subject to employer approval and in addition to any compulsory defined benefit contributions

Step 3. Sign the form

Please sign this form before returning it to your employer.

By signing this form I:

- acknowledge that I have read the information provided in the Member Guide (PDS) on contributions.
- understand that my employer must approve any contributions made from my pre-tax pay.
- authorise the deduction of my contributions to commence from the next pay period after the employer approval date.
- understand that any contributions from my after-tax pay will not be accepted if I have not provided my Tax File Number to the Fund.
- understand that the choices I have indicated on this form will remain in force until I advise my employer otherwise.

Signature

Date / /

Please return your completed form to your employer's payroll office.

Step 4. Employer approval

The employer agrees to these arrangements and will commence contributions from your next pay period after the approval date.

Signature

Date / /

Employers please note this form is for you to action as required - there is no need to pass this form on to NGS Super.