

Choice of superannuation fund

Information sheet

Issued: 1 July 2019

Instructions

ESSSuper can accept superannuation guarantee (SG) and salary sacrifice contributions only if you are eligible to have an Accumulation Plan account established in your name.

ESSSuper's compliance letter and information on how your employer can remit contributions can be found in the Information for Employers section below.

Information for members

This form acts as an authority for your employer to remit SG or salary sacrifice contributions to ESSSuper.

ESSSuper can accept SG and salary sacrifice contributions from your employer only if you have an Accumulation Plan account.

If you do not have an Accumulation Plan account, you should complete the *Accumulation Plan application form* online by logging into your Members Online account at esssuper.com.au/login. Alternatively, you can complete the form which accompanies the *ESSSuper Accumulation Plan Product Disclosure Statement (PDS)*, which is available from our website at esssuper.com.au/pds

You should complete SECTION A of the ATO *Standard choice form* and forward all forms (including the *Choice of superannuation fund information sheet*, the ATO *Standard choice form* and the *Choice of fund – Employer registration form*) to your employer. Your employer will complete SECTION B of the ATO *Standard choice form* and the *Choice of fund – Employer registration form*. Your employer should provide you with a copy of the completed *Standard choice form* for your records.

Please note: ESSSuper does not keep a copy of the Standard choice form.

Information for employers

STEP 1 – ATO STANDARD CHOICE OF SUPERANNUATION FUND FORM

You should retain copies of both SECTION A and SECTION B of the ATO *Standard choice form* once both sections have been completed. You should also provide a copy of SECTION B to your employee.

Please note: ESSSuper does not keep a copy of the *Standard choice form*.

STEP 2 – EMPLOYER REGISTRATION – NON VICTORIAN GOVERNMENT EMPLOYERS

If you are a Victorian Government or emergency services employer – please go to Step 3.

If you are not a Victorian Government or emergency services employer, you can register with ESSSuper and advise us of the employee who you will be contributing for by completing the *Choice of fund – Employer registration form*.

Once you have completed this form, you will be allocated a "Reporting Centre Number", or if you are already contributing, you will have already been allocated a number and do not need to complete the form.

STEP 3 – PAYMENT OF CONTRIBUTIONS

ESSSuper has a number of ways that employers can send us payments for contributions. If you have any queries regarding payments please contact the Employer Assistance Line on 1300 768 776.

Payment type	Non Victorian Government or emergency services employers	Victorian Government or emergency services employers
BPAY	Once you have registered, you will be advised of how BPAY contributions can be made. Each employee's reference numbers are different.	Not applicable.
EFT (Direct Credit)	Once you have registered, if you wish to make EFT contributions to ESSSuper please contact us on 1300 768 776. We will provide you with a unique account number and reference numbers for making payments.	If you wish to make EFT contributions to ESSSuper, please contact us on 1300 768 776. We will provide you with a unique account number and reference numbers for making payments.

STEP 4 – CONTRIBUTION INFORMATION

Contribution information is vital to ensure that your payment gets to the right employee's account. ESSSuper has a number of ways that employers can submit contribution information. If you have any queries regarding contributions please contact the Employer Assistance Line on 1300 768 776.

Contribution advice	Non Victorian Government or emergency services employers	Victorian Government or emergency services employers
EmployerDirect	Not applicable.	If you are using EmployerDirect online, contribution values are advised using the "Contribution Grid". If you would like additional information or would like to register to use EmployerDirect, please contact us on 1300 768 776.
Excel Spreadsheet	If you are using an Excel Spreadsheet to advise the contribution values and the members they relate to, please ensure that the spreadsheet contains the following information: <ul style="list-style-type: none"> • Member Number • Date of Birth • Contribution Amount, and • Contribution Type. 	If you are using an Excel Spreadsheet to advise the contribution values and the members they relate to, please ensure that the spreadsheet contains the following information: <ul style="list-style-type: none"> • Member Number • Date of Birth • Contribution Amount, and • Contribution Type.
Contribution Remittance Advice	If you are using the <i>Contribution Remittance Advice form</i> (available on our website at esssuper.com.au/forms or upon request), you must complete this form each time contributions are paid to ESSSuper. You can forward the remittance advice form by: <ul style="list-style-type: none"> • Mail – GPO Box 1974, Melbourne Vic 3001, or • Email – contributions@esssuper.com.au 	If you are using the <i>Contribution Remittance Advice form</i> (available on our website at esssuper.com.au/forms or upon request), you must complete this form each time contributions are paid to ESSSuper. You can forward the remittance advice form by: <ul style="list-style-type: none"> • Mail – GPO Box 1974, Melbourne Vic 3001, or • Email – contributions@esssuper.com.au

1 July 2019

To Whom It May Concern,

Scheme: Emergency Services Superannuation Scheme
Status: Complying Fund
Basis: Exempt Public Sector Superannuation Scheme
SFN: 26 91 249 42
ABN: 85 894 637 037
SPIN Number: ESSSuper Accumulation Plan – ESS0003AU
ESSSuper Income Stream – ESS0002AU
ESSSuper Beneficiary Account – ESS0001AU

In accordance with section 10 (1) of the *Superannuation Industry (Supervision) Act 1993* (SIS Act) (definition of exempt public sector superannuation scheme refers) and as listed in Schedule 1AA of the *Superannuation Industry (Supervision) Regulations 1994*, the Emergency Services Superannuation Scheme (trading as ESSSuper – Emergency Services & State Super) is declared an “Exempt Public Sector Superannuation Scheme”.

Subsequently, under section 45 (6) of the SIS Act, the Scheme is deemed to be a complying superannuation fund for tax purposes.

ESSSuper is eligible to receive Superannuation Guarantee contributions from employers.

Yours sincerely



Mark Puli
Chief Executive Officer

Proudly serving our members



For use by employers when offering employees a choice of fund and by employees to advise their employer of their chosen fund.

Section A: Employee to complete

1 Choice of superannuation (super) fund

I request that all my future super contributions be paid to: (place an in one of the boxes below)

The APRA fund or retirement savings account (RSA) I nominate Complete items 2, 3 and 5

The self-managed super fund (SMSF) I nominate Complete items 2, 4 and 5

The super fund nominated by my employer (in section B) Complete items 2 and 5

2 Your details

Name

Employee identification number (if applicable)

Tax file number (TFN)

i You do not have to quote your TFN but if you do not provide it, your contributions may be taxed at a higher rate. Your TFN also helps you keep track of your super and allows you to make personal contributions to your fund.

3 Nominating your APRA fund or RSA

You will need current details from your APRA regulated fund or RSA to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Unique superannuation identifier (USI)

Your account name (if applicable)

Your member number (if applicable)

Required documentation

You need to attach a letter from your fund stating that they are a complying fund and that they will accept contributions from your employer. Correct information about your super fund is needed for your employer to pay super contributions.

4 Nominating your self-managed super fund (SMSF)

You will need current details from your SMSF trustee to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town State/territory Postcode

Fund phone

Fund electronic service address (ESA)

Fund bank account
BSB code (please include all six numbers) Account number

Required documentation

You need to attach a document confirming the SMSF is an ATO regulated super fund. You can locate and print a copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at <http://superfundlookup.gov.au/>

If you are the trustee, or a director of the corporate trustee you can confirm that your SMSF will accept contributions from your employer by making the following declaration (place an 'X' in the box below):

I am the trustee, or a director of the corporate trustee of the SMSF and I declare that the SMSF will accept contributions from my employer.

If you are not the trustee, or a director of the corporate trustee of the SMSF, then you must attach a letter from the trustee confirming that the fund will accept contributions from your employer.

5 Signature and date

If you have nominated your own fund in Item 3 or 4, check that you have attached the required documentation and then place an 'X' in the box below.

I have attached the relevant documentation.

Signature

Date

Day Month Year
 / /

Return the completed form to your employer as soon as possible.

Section B: Employer to complete

You must complete this section before giving the form to an employee who is eligible to choose the super fund into which you pay their super contributions.

! Sign and date the form when you give it to your employee.

6 Your details

Business name

ABN

Signature

Date

Day

Month

Year

/ /

7 Your nominated super fund

If the employee does not choose their own super fund, you are required to pay super contributions on their behalf to the fund that you have nominated below:

Super fund name

Unique superannuation identifier (USI)

Phone (for the product disclosure statement for this fund)

Super fund website address

Section C: Employer to complete

! Complete this section when your employee returns the form to you with section A completed.

8 Record of choice acceptance

In the two months after you receive the form from your employee you can make super contributions to either the fund you nominated or the fund the employee nominated. After the two-month period you must make payments to the fund chosen by the employee.

! If you don't meet your obligations, including paying your employee superannuation contributions to the correct fund, you may face penalties.

Date employee's choice is received / /

Date you act on your employee's choice / /

! Employers must keep the completed form for their own record for five years. **Do not send it to the Australian Taxation Office, the employer's nominated fund or the employee's nominated fund.**

PRIVACY STATEMENT

The ATO does not collect this information; we provide this form as a means for employees to identify and provide necessary information to their employer. An employer is authorised to collect an employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. However, quoting a TFN reduces the risk of administrative errors and if the employee does not quote their TFN their contributions may be taxed at a higher rate. An employee can get more details regarding their privacy rights by contacting their superannuation fund.