



Personal contributions via direct debit

When completing this form, please ensure you use all capital letters eg and check boxes with a cross eg

Important information

- Complete this form to start making monthly personal (also known as non-concessional) contributions into your VicSuper FutureSaver account via direct debit.
- All contributions made to complying superannuation funds, and the earnings on these amounts, are preserved. This means that you generally cannot access your contributions as cash until you reach your preservation age (at least age 55, depending on your date of birth) and permanently retire from the workforce.
- If your circumstances change and you no longer meet the requirements to make personal contributions, you must notify us immediately.
- Please be aware of the contribution caps outlined in Step 3.
- If you are aged between 67 and 74 (inclusive), the Fund can only accept personal contributions if you satisfy the work test or be eligible for and claim the work test exemption.
- The rules around personal deductible contributions have changed. If you would like to claim a tax deduction on your contributions, you must use the *Make a personal deductible contribution via direct debit (form V312)* for this purpose and follow the requirements in order to claim a deduction.
- If you have any questions or would like a current Product Disclosure Statement (PDS), please call our Member Centre on 1300 366 216. Alternatively, you can download a copy from vicsuper.com.au/publications

Step 1: Specify what you would like to do

	Relevant steps
<input type="checkbox"/> Start making (or recommence) monthly personal contributions into your VicSuper FutureSaver account via direct debit	Steps 2, 3, 4, 5 and 7
<input type="checkbox"/> Change the account from which your direct debits are currently made	Steps 2, 3, 4, 5 and 7
<input type="checkbox"/> Change your monthly payment amount	Steps 2, 3, 4, 5 and 7
<input type="checkbox"/> Defer/cancel your Direct Debit Request arrangement	Steps 2, 6 and 7

Step 2: Personal details

Member number

Title Mr Mrs Ms Miss Other (please specify)

Surname

Given name/s

Date of birth Gender Male Female

Residential address

Postal address (if the same as your residential address, mark 'AS ABOVE')

Postcode

Postal address (if different from residential address)

Phone number (during working hours)

Mobile number

Step 2: (continued)
Personal details

Email

By providing your email address you are agreeing to receive communications from us via email, or via MembersOnline. You can change or further customise how you receive your communications from us at any time by logging into MembersOnline or calling the Member Centre on **1300 366 216**. If you are not registered for MembersOnline you can register online. Some correspondence cannot be sent electronically so you may still receive some communications from us in the post.

Providing a personal email address rather than a work email address ensures we can contact you even if you change employers.

Tax file number (TFN)

Under the *Superannuation Industry (Supervision) Act 1993*, the Trustee is authorised to collect your Tax File Number, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. The Trustee may disclose your Tax File Number to another superannuation fund when your benefits are being transferred, unless you request in writing to the Trustee that your Tax File Number not be disclosed to any other superannuation fund.

You are not legally required to provide us with your TFN, however giving your Tax File Number to us will have the following advantages, which may not otherwise apply:

- We will be able to accept all types of contributions to your account or accounts
- The tax on contributions to your account or accounts 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

If you do provide your Tax File Number it will be kept confidential by us and the ATO.

Step 3:
Nominate or change
your account to be
debited and your
payment details

Non-concessional contribution cap: Currently there is a cap of \$100,000 for non-concessional (or after-tax) contributions for the financial year. This is the annual cap per person across all superannuation funds. However, if your total super balance on 30 June in the previous financial year exceeds the transfer balance cap, at this time set at \$1.6 million, then your non-concessional contributions cap will be nil. Subject to eligibility, members under age 65 can bring forward two years of future entitlements, equalling a non-concessional cap of \$300,000 over 3 years. If you exceed this cap and you choose to leave the excess in your super; this excess will be taxed at your top marginal rate plus the Medicare Levy. Alternatively, you may elect for a refund on your excess. With this option, any related earnings will be taxed at your marginal rate and an offset will apply. The Fund cannot accept non-concessional contributions without your tax file number.

- Please complete this step to nominate the account you would like your payments to be made from, and to nominate the payment amount and frequency of payment.
- If you are nominating a joint account, this form must be signed by both account holders.

Name of bank or financial institution

Account holder's name

Branch (BSB) number

Account number

Amount

 (whole dollars)

 Weekly Fortnightly Monthly Quarterly

Start date

I/we understand that by signing this form, I/we:

- authorise FSS Trustee Corporation (User ID 229600) to arrange for the specified funds to be debited from the account nominated above and transferred to VicSuper.
- acknowledge that the specified funds will be debited on the start date and payment frequency I have chosen above, until I/we authorise the Fund to stop this arrangement.
- acknowledge that I/we have read and understood the service agreement attached to this form.
- have received and read our privacy information. See Step 4.

Signature (Account holder 1)

Date

Signature (Account holder 2)

Date

Step 4:
Read the *Privacy Brochure (personal information)*

The personal information provided on this form is collected by and held for First State Super, in accordance with the Australian Privacy Principles of the *Privacy Act 1988 (Cth)*, for the purpose of administering accounts and providing services associated with fund membership. For further information about how personal information is handled, please call us on **1300 366 216** or visit vicsuper.com.au/privacy to view the privacy policy (a hard copy of the policy may also be provided on request). The policy contains information about access to and correction of personal information, how a complaint can be made about a privacy breach and other important information about how personal information is collected, used and disclosed.

Step 5:
Please sign to commence or change your Direct Debit Request arrangement with VicSuper

- This section must be completed and signed by the Fund member making personal contributions via direct debit.
- Please tick the box below that applies to your situation.

Please tick the appropriate box:

- I am under age 67, **OR**
- I am between age 67 and 74 and have been gainfully employed for at least 40 hours in a period of not more than 30 consecutive days in the financial year in which my contribution is made, **OR**
- I am between age 67 and 74 and have satisfied the definition of the **work test exemption** and would like to claim the work test exemption for the current financial year.

I certify that I:

- currently meet the eligibility requirements to make personal contributions.
- understand the contributions will be invested according to my current investment options or, if I have elected, my future contribution nomination.
- agree to notify the Fund if I no longer meet the eligibility requirements for making personal contributions.
- am aware of the contribution caps mentioned in Step 3.

Signature

Date

Step 6:
Please sign to defer or cancel your Direct Debit Request arrangement

- Complete this section to defer or cancel your Direct Debit Request arrangement with us.
- You can defer or cancel your Direct Debit Request arrangement by sending this form to us **at least five working days** prior to the next scheduled drawing date (the first working day of the month).
- Please select the relevant option:

Deferring your Direct Debit Request arrangement

To defer your Direct Debit Request arrangement, please complete the section below.

I certify that I:

- wish to defer my Direct Debit Request arrangement effective from:
- and wish to recommence my Direct Debit Request arrangement effective from:

Date

Date

(the first day of the month)

Cancelling your Direct Debit Request arrangement

To cancel your Direct Debit Request arrangement, please complete the section below.

I certify that I:

- wish to cancel my Direct Debit Request arrangement effective from:

Date

I understand if the above request is not received by the Fund **at least five working days** prior to the next scheduled drawing date (the first working day of the month), that the debit will be drawn as per my original Direct Debit Request arrangement and acted on thereafter.

Signature

Date

Step 7:
Send your form to us

Send your completed form to:
VicSuper,
GPO Box 89 MELBOURNE VIC 3001

Additional information

If you are aged between 67 and 74 (inclusive), the Fund can only accept personal contributions if you satisfy the work test or claim the work test exemption.

To satisfy the **work test** you must be gainfully employed for at least 40 hours in a period of not more than 30 consecutive days in the financial year in which the contribution is made.

To be eligible to claim the **work test exemption**, you must be aged between 67 and 74 and;

- have met the work test in the previous financial year and;
- have a total superannuation balance of less than \$300,000 as at 30 June last financial year (total balance of all superannuation accounts you hold) and;
- have not previously claimed the work test exemption

If you are aged 75 or over, we cannot accept personal contributions. Once you are age 75, personal contributions must be received within 28 days after the end of the month in which you turn 75.

Personal contributions via direct debit

Please retain this direct debit service agreement for your records

Direct debit service agreement

This agreement outlines our service commitment to you regarding Direct Debit Request (DDR) arrangements made between FSS Trustee Corporation and you. It sets out your rights, our commitment to you and your responsibilities, together with where you should go for assistance.

If you have any queries concerning this agreement or any debits made under it, please call our Member Centre on **1300 366 216**.

1. Initial terms of the arrangement

- In terms of the DDR arrangements made between the trustee and signed by you, the trustee undertakes to periodically debit your nominated account (see Step 3) for the amount specified in Step 3 for contribution into your nominated account.

2. Drawing arrangements

- The first drawing under this DDR arrangement will take place on the start date you have selected. If we receive your form on or after five days from the start date selected, the first drawing may happen on the next scheduled drawing date.
- Thereafter, we will debit your account on your selected payment day and frequency.
- This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

3. Changes or enquiries

- The trustee will not make any changes to this DDR arrangement unless advised by you.
- To change your DDR arrangement, you must complete another *Personal contributions via direct debit* form (V307) and return it to VicSuper **at least five working days** prior to the next scheduled payment date (the first working day of the month).
- Changes to your DDR arrangements may include:
 - changing the account from which your direct debits are made
 - changing your payment amount.
- All personal information held by the trustee will remain confidential, except the information required by the trustee's financial institution to initiate drawing from your nominated account.

4. Deferring or cancelling this arrangement

- You can defer or cancel your DDR arrangement with the trustee at any time.
- To defer or cancel your DDR arrangement, you must complete another *Personal contributions via direct debit* form (V307) and return it to us **at least five working days** prior to the next scheduled payment date (the first working day of the month).
- If the above request is not received by the trustee **at least five working days prior** to the next scheduled drawing date, the debit will be drawn as per your original DDR arrangement with us and acted on thereafter.
- If you wish to recommence direct debits from your account at a later date, you will need to complete another *Personal contributions via direct debit* form (V307) and return it to us.

5. Your obligations

- You must ensure that:
 - your nominated account can accept direct debits. Your financial institution will be able to confirm this for you.
 - on each drawing date, there are sufficient funds cleared in the account nominated in Step 3.
 - you advise us if the account you nominated in Step 3 is transferred or closed.
 - the details you give the trustee of your nominated account are correct.
 - you meet the eligibility requirements for making personal contributions. See the 'Important information' section in the *Personal contributions via direct debit* form (V307).
 - you notify us if your circumstances change and you no longer meet the requirements for making personal contributions. See the 'Important information' section in the *Personal contributions via direct debit* form (V307).
- If your drawing is returned or dishonoured by your financial institution, we will inform you in writing and your payments will cease until you elect to recommence making personal contributions via direct debit. We may decide to recover from you any dishonour fees charged by the bank.

6. Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to contact us directly by calling our Member Centre on **1300 366 216**, between 8.30am and 5pm, Monday to Friday.
- If you do not receive a satisfactory response from us regarding your dispute, please contact your financial institution who will respond to you with an answer to your claim:
 - within five working days (for claims lodged within 12 months of the disputed drawing), or
 - within 30 working days (for claims lodged more than 12 months after the disputed drawing).
- The trustee will refund the drawing amount if we can not substantiate the reason for the drawing.
- Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

The *Personal contributions via direct debit* form (V307) is available from the website at vicsuper.com.au/forms
Alternatively you can call our Member Centre on **1300 366 216** to request a copy to be sent to you.