**Salary Sacrifice Agreement for**

**Finance Administered Additional Superannuation**

THIS AGREEMENT is made on [date]

BETWEEN

THE DEPARTMENT OF FINANCE, MINISTERIAL AND PARLIAMENTARY SERVICES, having its central office at 1 Canberra Avenue, Forrest, ACT 2603 (Finance)

AND

[.......... Name, Designation and Work Location of Employee ..........] (the Employee)

BACKGROUND

Under Finance salary packaging arrangements, the Employee may request Finance to make additional contributions from the Employee’s before tax salary, to a:

* + 1. complying superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993* (“a complying superannuation fund”); or
    2. Retirement Savings Account as defined in the *Retirement Savings Accounts Act 1997*,

of the Employee’s choice.

IT IS AGREED

. The Employee acknowledges that:

* + 1. the Employee is under no obligation to participate in salary packaging;
    2. the Employee may withdraw their authorisation for Finance to make the additional contributions in writing at any time. Finance will aim to process the change in accordance with the payroll dates published here: <https://maps.finance.gov.au/pay-and-employment/pay-cut-dates>.
    3. the Employee is responsible for obtaining their own financial advice in relation to salary packaging and any subsequent variations to a salary packaging agreement;
    4. the Employee may only make changes to fortnightly contribution rates twice a year; and
    5. the Employee’s participation in salary packaging is subject to the terms and conditions of this Agreement.

. Under the salary packaging arrangements, the Employee has requested and authorised Finance to make additional contributions from the Employee’s before tax salary, to a complying superannuation fund or Retirement Savings Account of the Employee’s choice.

. The Employee acknowledges that Finance disclaims liability for any loss or damage suffered by the Employee arising from the Employee’s participation in salary packaging.

. The Employee releases and indemnifies Finance from and against any:

* + 1. liability incurred by Finance;
    2. loss or damage suffered by Finance; or
    3. loss or expense incurred by Finance in dealing with any claim against it including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used or disbursements paid by Finance,

arising from Finance complying with the Employee’s request under paragraph 2.

. The Employee’s liability to indemnify Finance will be reduced proportionately to the extent that any negligent act or omission of Finance contributed to the liability, loss, damage or expense.

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## SIGNATURES

### FOR FINANCE

Signed

Date

Name in full (printed)

Position

Witnessed by:

Witness name in full (printed)

Witness address

### THE EMPLOYEE

Signed

Date

Name in full (printed)

Address

Witnessed by:

Witness name in full (printed)

Witness address

# SALARY PACKAGING - ADDITIONAL SUPERANNUATION

To: MOP(S) Payroll Manager, Department of Finance

I, ................................................. advise that I wish to make additional superannuation contributions from my before tax salary in accordance with the current Finance arrangements

**Fortnightly contribution amount**: $...............................

**Commencement date**: please commence deductions from the first available pay cycle after:

Nominated date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_

## Details of Nominated Superannuation Fund

Name of Fund:.................................................................................................................

Fund account details for electronic payment each fortnight:

Name of Financial Institution:.....................................................................................

BSB:.............................. Account Number:................................................

❑ I have attached documentation confirming that the above fund is a ‘complying superannuation fund’[[1]](#footnote-2) as defined in the *Superannuation Industry (Supervision) Act 1993* or an approved Retirement Savings Account as defined in the *Retirement Savings Accounts Act 1997*

❑ I have attached documentation confirming I am a member of the Nominated Superannuation Fund

❑ I have attached my agreement to release and indemnify Finance for any loss or damage suffered by me which may arise from making additional superannuation contributions

I acknowledge that these additional superannuation contributions will be deducted fortnightly from my before tax salary. Finance will aim to process the request for additional superannuation contributions in accordance with the dates published here: <https://maps.finance.gov.au/pay-and-employment/pay-cut-dates>.

.............................................................................. / /   
 Signature Date

PLEASE FORWARD COMPLETED FORM TO: [Mailbox-MOPSSalaryPackaging@finance.gov.au](mailto:Mailbox-MOPSSalaryPackaging@finance.gov.au)

1. For most super funds you can find their letter of compliance on their website. [↑](#footnote-ref-2)