



MOP(S) ACT EMPLOYEE'S

SUPERANNUATION OPTIONS

This form asks you to make a choice about the superannuation fund to which you would like your employer superannuation contributions made. Information on the options available to MOP(S) employees is on the Ministerial and Parliamentary Services website at www.maps.finance.gov.au

If you require advice on the most suitable option to meet your personal superannuation needs, please consult a licensed financial adviser. MaPS is unable to provide this advice.

Information regarding superannuation is available from the Australian Taxation Office website at www.ato.gov.au

Returning your completed form:

Scan and Email to: MOPSPayConditions@finance.gov.au
Ministerial and Parliamentary Services

Enquiries: Ministerial and Parliamentary Services

Email: mpshelp@finance.gov.au
Phone: (02) 6215 3333

EMPLOYEE DETAILS

▶ Full name

EMPLOYER DETAILS

▶ Employer name

▶ Employer state

SUPERANNUATION DETAILS

▶ **STEP ONE**

Are you a current contributing member of the Commonwealth Superannuation Scheme (CSS)?

No ☐ ▶ Go to **STEP TWO** below

Yes ☐ ▶ You are required to continue membership of the CSS (subject to meeting the eligibility requirements)

Please provide your membership (AGS) number

For further information on the CSS please visit www.csc.gov.au or contact the Commonwealth Superannuation Corporation (CSC) on 1300 000 277.

▶ Go to **SIGNATURE** on page 2

▶ **STEP TWO**

Are you a current contributing member of the Public Sector Superannuation Scheme (PSS), or do you have a deferred benefit in the CSS or a preserved benefit in the PSS, or are you receiving a CSS or PSS invalidity pension?

No ☐ ▶ Go to **STEP THREE** on page 2 and complete the ATO Superannuation Standard Choice Form.

Yes ☐ ▶ Please select one of the following two options:

☐ ▶ I wish to recommence/continue membership of the relevant scheme: CSS ☐ PSS ☐

Please provide your membership (AGS) number

Employees who are not currently contributing members of the CSS or PSS will need to complete the relevant CSC form(s):

CSS: <https://www.csc.gov.au/Employers/News-and-publications/Forms/>

S20-CSS Application to become an eligible employee of CSS

PSS: <https://www.csc.gov.au/Members/Advice-and-resources/Forms/pss/>

SE4 Your election to become a member

CMAFS Confidential Medical and Personal Statement (CMAFS)

Your election to recommence membership of the relevant scheme may not be effective until the form(s) are received by MaPS.

For further information on the CSS and PSS please visit www.csc.gov.au or contact CSC on 1300 000 277 (CSS members) or 1300 000 377 (PSS members).

▶ Go to **SIGNATURE** on page 2.

OR

☐ ▶ I do not wish to recommence/continue membership of the CSS/PSS

You are required to **complete STEP THREE** and fill out the attached ATO Superannuation Standard Choice Form. The employer contribution to the selected fund will be **15.4%** of your ordinary time earnings for employees covered by the *Commonwealth Members of Parliament Staff Enterprise Agreement 2020–23*. Unless you opt out of the PSS you are not eligible to join the Public Sector Superannuation accumulation plan (PSSap), with the exception of casual MOP(S) Act employees with a deferred benefit in the CSS.

▶ Go to **STEP THREE** on page 2

▶ CONTINUED OVERLEAF

► **STEP THREE – Choose your superannuation fund for employer contributions - complete the ATO Superannuation Standard Choice Form.**

Superannuation Allowance

Eligible ongoing employees may elect to be paid an allowance in exchange for a lower employer superannuation contribution. This arrangement is available to ongoing employees whose employer superannuation is paid under the *Superannuation Guarantee (Administration) Act 1992* (i.e. not CSS, PSS or PSSap members). Please complete [Form 8: Superannuation Allowance Request](#) if you would like to be paid a superannuation allowance.

SIGNATURE

By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Please print and sign this form.

Signature of Employee

Date

D

D

M

M

Y

Y

Y

Y



Australian Government
Australian Taxation Office

Superannuation standard choice form

Use this form to choose the super fund your employer will pay your super into. Your choice of super fund is an important decision for your future.

If you don't complete this form, your employer can pay your super into your existing fund identified by the ATO. If you don't have one, your employer can pay into a new account in their default super fund. You can find more information on **page 5**.

How to complete online

Save time: use the online form

myGov



Australian Government
Australian Taxation Office

Use the online form in myGov to choose your super fund. Your super account details will automatically be filled in for you.

- 1 Sign into *myGov* and select ATO in your services
- 2 In the menu select *Employment*, and then *New employment*. You'll need your employer's information on **page 3** to complete this form.
- 3 Select your preferred fund and give a copy to your employer.

Information

For employees

Additional information about super is located at the end of this form. You can also visit ato.gov.au/individuals/super

For employers

Use the form to offer employees their choice of super fund. You must fill in the details of your nominated super fund, also known as your default fund, on **page 3** before giving the form to an employee.

For more information on super, offering an employee a choice of fund or paying super contributions, visit ato.gov.au/employersuper

Section A Your details

Full name

Employee number (if known)

Tax file number (TFN)

i You don't have to provide your TFN but if you don't, there may be consequences such as your contributions being taxed at a higher rate. See **page 5** for more information.

I choose for my super to be paid into

Select one of the options below and complete relevant section.

☐

My existing super fund



Section B

I want my employer to pay into a super account I have already opened.

☐

My employer's default super fund



Section C

I want my employer to open a new account for me in their default fund.

☐

My private self-managed super fund (SMSF)



Section D

I am a member and a trustee responsible for managing the fund. I may have up to 6 members in the fund.

Section B My existing super fund

Super fund details

- i** You can find your super fund details by:
- logging into your super fund member portal or online account
 - contacting your super fund directly
 - through ATO online services via myGov or the ATO app.

Super fund name

Super fund Australian business number (ABN)

Unique superannuation identifier (USI)

- i** The USI is used to identify different super funds and specific super fund products. It is different to your member account number. You can find your USI on your super fund's website or by contacting your super fund directly.

Your member account number

- i** You can find your member account number on your member account statement, by logging into your super fund account, contacting your super fund directly or through ATO online services via myGov or the ATO app.

Your name as it appears on your account

- i** This must match the name shown on your super account. This may be your current name, or a previous name.

Required documentation

You need to **attach a letter of compliance of your chosen super fund** to confirm it is a complying fund and can accept contributions from your employer.

For most super funds you can find their letter of compliance on their website. For other funds, you will need to contact them for this information.

☐ I have attached a letter of compliance from my super fund

Declaration

I hereby declare that the information I have provided in relation to the nominated super fund is true and correct and I am authorised to provide the information requested.

Signature

Date

Day / Month / Year
 / /

- i** If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

Section C My employer's default super fund

Employer to complete

i Employers must complete this section before providing the form to an employee.

Business name

Australian business number (ABN)

Super fund name

Super fund Australian business number (ABN)

Unique superannuation identifier (USI)

Employee to complete

i Make sure the employer default super fund details above have been completed by your employer before you use this form. Ask your employer if it hasn't been done.

☐ I choose for my employer to open a new account for me with their default super fund

Signature

Date

Day Month Year
 / /

i If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

Information for Employers

If an employee doesn't return this form

If your employee starts work on or after 1 November 2021, most employers must request the employee's stapled super fund details before making a super contribution.

If an employee doesn't provide you with the correct details, or the fund can't accept your contributions, you will need to request their stapled super fund details from the ATO.

If the ATO advises the employee does not have a stapled super fund, you can make the payment to your nominated default super fund. For more information, visit ato.gov.au/stapledsuperfund

Setting up and paying super for your business

For more information on your super choice obligations, including when you need to offer choice and setting up a default super fund, visit ato.gov.au/employersuper

Help for employers

Phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer about employer super obligations.

Section D My private self-managed super fund (SMSF)

SMSF details

SMSF name

SMSF Australian business number (ABN)

SMSF electronic service address (ESA)

i An ESA is used so the fund can receive electronic messages and payments from your employer using SuperStream. You can find your ESA by contacting your SMSF messaging provider or through your SMSF administrator, tax agent, accountant or bank.

Your full name as it appears on your account

i This must match the name shown on your super account. This may be your current name, or a previous name.

SMSF bank account details

Bank account name

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 find a copy of the compliance status for your SMSF at **superfundlookup.gov.au**

☐ I have provided evidence from the ATO this is a regulated SMSF

I hereby declare that the information I have provided in relation to the nominated super fund is true and correct and I am authorised to provide the information requested

Signature

Date

Day / Month / Year
 / /

i If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

You can choose any eligible super fund as your chosen fund for your employer to pay your super into. It's an important decision that can affect your retirement savings.

If you choose not to complete this form

If you are a new employee and choose not to complete this form, your employer will check with the ATO if you have an existing super fund. If you do, your super can be paid into this fund, called your 'stapled super fund'.

- If you have multiple funds the ATO will choose one of them as your stapled fund – it may not be the fund you would prefer.
- If the ATO is unable to identify a stapled fund, your employer will be advised to pay your super into their default super fund listed in **Section C**.
- If you started your current employment before 1 November 2021, your employer will pay your super into their default super fund listed in **Section C**.

For more information about stapled super funds, visit ato.gov.au/individuals/super

Tools and resources

- Compare MySuper products ato.gov.au/yoursuper
- Keeping track of your super ato.gov.au/keepingtrack
- What to consider when choosing a super fund moneysmart.gov.au/how-super-works/choosing-a-super-fund
- How to combine more than one super fund moneysmart.gov.au/how-super-works/consolidating-super-funds

Providing your TFN

You don't have to provide your TFN, but if your super fund does not have it, your super contributions may be taxed at a higher rate and you won't be able to make personal contributions to your fund.

Your TFN also makes it easier to keep track of any super accounts in your name so that you receive all your super when you retire.

Finding lost super

It is important to keep track of your super. If you've ever changed your name, address or job, you may have lost track of some of your super.

Having multiple super accounts could mean you are paying fees you are unaware of, which could reduce your retirement savings. Your super is your money, you should check it regularly.

If you have more than one super fund

Having more than one super account could mean you're paying multiple fees and charges, which may reduce your retirement savings. You can consolidate multiple accounts using our ATO online services through myGov.

Before you consolidate accounts, you may want to seek advice on fees this may incur or if you will lose any valuable insurance.

For more information, visit moneysmart.gov.au/how-life-insurance-works/insurance-through-super

For additional support

Phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech relay Service on **1300 555 727**.

Your privacy

This form is provided as a means for employees to provide necessary superannuation information to their employer. The ATO does not collect this information. An employer is authorised to collect their employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. If an employee does not provide their superannuation fund details to their employer, the employer may request the information from the ATO.

For more information regarding employee privacy rights contact your superannuation fund.