



Choice of super fund: standard choice form

Complete this form if you are an:

- employer with employees who wish to choose a super fund, OR
- employee choosing for your super to be paid into your existing super fund, or your employer's default fund, or a private self-managed super fund (SMSF).

Do not send this form to the Australian Tax Office (ATO) or your super fund. This form is for the employer to keep.

Section A – Employee to complete

Step 1: Your details

First name

Surname

Tax File Number (TFN)

> Refer overleaf for information on TFN.

Step 2: Your choice

I request all of my future super contributions to be paid to:

- 1 – My employer's default fund: Cbus Super **> Go to step 3 & 5**
- 2 – My existing super fund or my private SMSF **> Go to step 4 & 5**

Step 3: Your Cbus Super member number

If you're joining your employer's default fund and you're not a Cbus Super member, join at cbussuper.com.au/join and provide your new member number.

I want my employer to pay my super into Cbus Super.

Sign here:

Date:

Step 4: Details of my chosen super fund

Fund name

Member number

Account name

Superannuation fund's Australian Business Number (ABN)

Unique Superannuation Identifier (USI) (if applicable)

Phone number

I have attached a letter of compliance from my chosen super fund to confirm it's a complying fund and can accept contributions from my employer.

Is this a SMSF?

- 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.
- I have attached a document confirming this SMSF is an ATO regulated super fund.

SMSF bank account details

BSB (please include all six numbers)

Account number

SMSF electronic service address (ESA)

Step 5: Sign and date

Either print and sign the paper form, or type in your full name to 'sign' the form electronically.

To the best of my knowledge, the information provided in relation to my nominated super fund is true and correct, and I'm authorised to provide the information requested.

Sign here:

Date:

Section B – Employer to complete

Step 6: Your details

Business name

ABN

Step 7: Your employer default super fund

If your employee doesn't choose a preferred super fund and they don't have a stapled fund (as provided by the ATO), super contributions will be paid to the following fund on behalf of this employee:

Fund name

Fund's USI (if applicable)

Fund's ABN

For the Product Disclosure Statement (PDS) for this fund (if applicable)

Phone

Fund's website

For your records

This section must be completed when the employee returns the form to you with a completed Section A.

Date valid choice is accepted

Date you act on your employee's valid choice

Employers must keep the completed form for their own records for five years.

When you receive a completed form, you must start paying contributions to the nominated fund within two months.

Choosing a super fund: How to complete your standard choice form



How to complete this form: Employees

Your employer must give you this form to complete after they have completed Section B. You can then complete Section A and return the form to your employer.

Step 1: Your details

Provide your personal details.

Supplying your TFN is optional. However, if you quote your TFN to your employer for super purposes, your employer must provide it to the super fund they pay your super to. By providing your TFN:

- your super fund will be able to accept all types of contributions they receive for you (subject to fund rules)
- you may not have to pay extra tax on your contributions
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your super benefits
- it is easier to keep track of different super accounts in your name so you receive all your super when you retire.

Step 2: Your choice

Complete this step by placing an 'x' in one of the boxes. You can change the fund your employer pays your super into at any time by filling out this form and returning it to your employer.

Option 1: Choose your employer's super fund

You can choose the super fund you want your super paid into, this can include your employer's default fund. Your employer is not liable for the performance of the super fund you choose or the employer fund they choose on your behalf.

Option 2: Choose a new super fund

You can choose the super fund you want your employer to pay super contributions to in Step 4. Any money you have in existing funds will remain there unless you transfer it (roll it over) to another fund.

Check any benefits you may lose, before leaving the fund. Your employer cannot do this for you.

Your employer is only required to accept one standard choice form from you every 12 months.

Step 3: I'm already a member of Cbus Super

If you're already a Cbus Super member, provide your member number and your super will be paid into your existing account.

If you're new to Cbus Super, you'll need to join online at cbussuper.com.au/join and provide your new member number.

Step 4: Details of my chosen super fund

Provide details of your chosen super fund.

Step 5: Sign and date

Signatures can be given in either hard copy (print and physically sign form) or soft copy (type in full name electronically) and submit to the employer.



Give this form to your employer and follow up with them to ensure your choice has been acted on within two months of giving them your form.



Do not send a copy of this form to the Australian Taxation Office (ATO) or your super fund. Just keep a copy for your own records.

How to complete this form: Employers

You must complete Section B of the form before you give the form to your eligible employee.

Step 6: Your details

Provide your business details.

Step 7: Your employer default super fund

If Cbus Super is your nominated employer default fund, the details have already been completed for you.



Do not send a copy of this form to the Australian Taxation Office (ATO) or your super fund. However, keep a copy for your own records for a period of five years.

When you receive a completed form, you must start paying contributions to the nominated fund within two months.



Cbus Super
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1300 361 784
8am to 8pm (AEST/AEDT)
Monday to Friday



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cbussuper.com.au



Visit us in person in Adelaide, Brisbane, Melbourne, Perth and Sydney.
Details: cbussuper.com.au/contact

This information is about Cbus Super. It doesn't take into account your specific needs, so you should look at your own financial position, objectives and requirements before making any financial decisions. Read the relevant Cbus Super Product Disclosure Statement and Target Market Determination to decide what's right for you. Contact **1300 361 784** or visit cbussuper.com.au for a copy.