



# Regular Voluntary Contribution Election form

Complete this form to commence, change or cancel regular voluntary contributions



## Making regular voluntary contributions

You can commence, change or cancel regular voluntary contributions through regular payroll deductions.

All contributions are subject to preservation rules and therefore must remain in the superannuation system until you reach your preservation age and retire permanently from the workforce or reach age 65. Please see your UniSuper membership Product Disclosure Statement or the UniSuper website for rules regarding superannuation preservation.

If you are a member of the Defined Benefit Division or an Accumulation Super member, your regular voluntary member contributions will be invested in the same investment option or options as your future contributions. If you have not selected an option they will be invested in the Balanced option, which is the default.

UniSuper's *Building bigger benefits* booklet provides information on how you can make more of your super through voluntary contributions. You may download a copy from the website at [www.unisuper.com.au](http://www.unisuper.com.au) or request one from the Helpline on 1800 331 685.

## What this form is for

This form enables you to do **one** of the following:

- commence regular voluntary contributions through payroll deductions, or
- change or cancel your existing regular voluntary contribution arrangements made through payroll deductions.

## Further information

If you need further information or help to complete this form:

- email [enquiry@unisuper.com.au](mailto:enquiry@unisuper.com.au)
- call the **UniSuper Helpline** on **1800 331 685**, or
- visit our website at [www.unisuper.com.au](http://www.unisuper.com.au)

## Privacy information

The privacy of your personal information is important to us, and the Trustee, UniSuper Limited is bound by the *Privacy Act 1988*.

Further details are provided in your UniSuper membership Product Disclosure Statement. Full details of UniSuper's Privacy Policies are provided online at [www.unisuper.com.au](http://www.unisuper.com.au)

## SECTION 1 — Member details

▶ Please use **BLACK** or **BLUE BALL POINT PEN** and print in **CAPITAL LETTERS**.

Cross where required **X**

Title: Mr  Mrs  Ms  Dr  Professor

Other

Surname

Given names

Date of birth (DD/MM/YYYY)

/  /

Postal address

Number and Street (or PO Box if applicable)

Suburb/Town

State

Postcode

Country (if not Australia)

What is the phone number you wish UniSuper to call you on if there is a question we need to ask you regarding this form?

Contact number (during business hours)

(  )

UniSuper Member Number

(If you are unsure of your Member Number, refer to your most recent Benefit Statement or call the Helpline.)

form continues →



## SECTION 2 — Contribution options

▶▶ You may choose to commence, change or cancel regular voluntary contributions through payroll deductions.

If you wish to make your regular voluntary contributions through payroll deductions, please check with your employer to ensure they allow you to do so. Payroll deductions are generally not available for casual employees.

Which of the following would you like to do?  
(Select one box only)

Commence regular voluntary contributions via payroll deductions  ▶▶ Go to SECTION 3

Change or cancel existing regular voluntary contribution arrangements via payroll deductions  ▶▶ Go to SECTION 4

## SECTION 3 — Commence contributions via payroll deductions

▶▶ You may choose any amount for your regular voluntary contributions — specified as dollars or as a percentage of your pay.

You may also choose to make your payroll deductions from your before-tax or after-tax pay.

If you wish to make your regular voluntary contributions on a before-tax basis (i.e. as salary sacrifice), please check with your employer to make sure this option is available.

How much do you want to contribute via payroll deductions?

\$       per pay period

OR   % of my salary per pay period.

Do you want to make your regular voluntary contributions from your before-tax pay (e.g. salary sacrifice) or from your after-tax pay?

(Select one box only)

Before-tax pay  ▶▶ Please make an arrangement with your employer for this to occur.

Go to SECTION 5

After-tax pay  ▶▶ Go to SECTION 5

When you have completed this form please return it to the **Payroll Officer** at your workplace, who will arrange for the deductions to be made from your pay.

## SECTION 4 — Change or cancel contributions via payroll deductions

Do you wish to change or cancel your current regular payroll deductions?

(Select one box only)

Change  ▶▶ What is the new amount you wish to contribute per pay period?

\$       per pay period

OR   % of my salary per pay period.

When you have completed this form please give it to the **Payroll Officer** at your workplace who will arrange for the changes to be made to your payroll deductions.

Go to SECTION 5

Cancel  ▶▶ When you have completed this form please give it to the **Payroll Officer** at your workplace who will arrange for the changes to be made to your payroll deductions.

Go to SECTION 5

