Prime Super

Request to pay your super into Prime Super

Complete this form to ask your employer to pay your Superannuation Guarantee contributions into Prime Super.

Please read the following important information before you complete the form.

This form is an alternative to the Australian Taxation Office Standard choice form. Complete your details and then give this form to your employer.

Information for employers, including a complying fund statement, is provided below.

Note: employees may not be able to choose their own superannuation fund. Please speak to your employer or visit ato.gov.au for information.

If you are completing a printed copy of this form, please use pen and BLOCK letters.

1 Employee details

I request that all future employer contributions are to be made to Prime Super.

Your name

Your employee/payroll number (if applicable)

Prime Super member number

Please sign and date this form and give it to your employer for their action.

Signature

Date

2 Prime Super Fund details

Fund Name

Prime Super

Fund address

Locked Bag 5103, Parramatta NSW 2124

Fund Australian Business Number (ABN)

60 562 335 823

Unique Superannuation Identifier (USI)

60562335823001

Give this form to your employer. **DO NOT** send this form to Prime Super or the ATO.

If you or your employer have any questions please contact Prime Super on **1800 675 839**.

3 Employer Use Only

Date accepted

Date processed

The following information may help you with your administration of payments to Prime Super.

Complying fund statement

Prime Super Pty Ltd (ABN 81 067 241 016; AFSL 219723) as the Trustee of Prime Super (ABN 60 562 335 823) (the Fund), is a Fund that:

1. Can receive superannuation contributions under the Commonwealth Government's Choice of Fund Scheme.
2. Is a resident regulated superannuation fund within the meaning of the Superannuation Industry (Supervision) Act 1993 ("SIS Act"). The Fund is a registrable superannuation entity (RN1000276).
3. Is a complying superannuation fund within the meaning of the SIS Act and has never received a notice of non-compliance
4. Can receive contributions and any contributions paid to the Fund will be maintained and subsequently paid only in accordance with the relevant law that applies to regulated and complying superannuation funds.
5. Is not and has never been subject to a direction under section 63 of the SIS Act.
6. Meets the minimum statutory death insurance requirements for Choice of Fund.

Making contributions to Prime Super

Prime Super provides a number of options to suit your business needs.

Contribution method	How it works	Payment options
EmployerOnline (log in via primesuper.com.au)	All your contributions details are provided via our secure website. Simply check, update and click to submit.	Authorised bank transfer (ABT) Online transfer Bpay®
Payroll file	Create a contribution file and **submit via EmployerOnline**	Authorised bank transfer (ABT) Bpay®
Excel spreadsheet	Manage your contribution records in a pre-formatted Excell spreadsheet and **submit via EmployerOnline**	Authorised bank transfer (ABT) Bpay®
Clearing house	Manage your contribution data across all your employees' super fund choices in one online location	Direct debit (authorisation required)

Acting on your employee's choice

Once an eligible employee chooses a super fund, you have two months to arrange payment into that fund.

If your employee indicates that they would like you to use their tax file number (TFN) for superannuation purposes you have an obligation to inform the super fund of the employee's TFN when you next make a contribution for the employee.

For more information please call us on **1800 675 839**.

Record keeping

You must keep records, in English, of your employee's choice of super fund and receipts of other documents issued by the fund detailing your contributions. Records must be kept for 5 years.

You also need to keep proof that the fund you are contributing to is a complying super fund. The required complying fund states Prime Super is included on this form.

Contact us for more information

email: administration@primesuper.com.au
visit: primesuper.com.au
call: 1800 675 839