

# How to make personal contributions

Use this form if you would like to make after-tax contributions to your super account.

## Eligibility to contribute

- You are aged under 75 years old by the end of financial year; or
- We receive contribution from you no later than 28 days after the month you turn 75.

**Note:** If you are between 67–74 years old and wish to claim a personal tax deduction, you are required to meet the work test.

## How to make personal contributions

### BPAY®

If you are paying via BPAY® you do not need to complete this form.

You will need to contact your financial institution to make your payment.



**Biller code:** 584581

**Reference number:** Please call us on **1800 675 839** or view via **MemberOnline**.

## Direct Debit

If you are paying by Direct Debit, please complete this form and follow the instructions in sections 3 and 4.

## Concessional contributions

If you would like to make before-tax contributions (salary sacrifice), please contact your employer.

Please complete this form in pen using BLOCK letters or complete online then print to sign. Print 'X' to mark boxes where applicable.

## 1 Member details

Surname

Given names

Title

Other/Previous names (if applicable)

Tax File Number

OR

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previously provided

Member number

Email

Date of birth (DD/MM/YYYY)

Mobile number

Phone number

Residential address

Town/Suburb/City

State

Postcode

## 2 Non-concessional contribution amount and frequency

Your contributions will be invested according to your chosen investment strategy.

I wish to contribute: \$

**Note:** The government limits the amount of money you can contribute to super. Contact us for more information about this.

### 3 Direct debit

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#### One-off Payment

Please note: One-off contributions are processed within 5 working days of receiving this form. If you would like your one-off contribution to be made on an alternative date, we recommend you consider making a BPAY® payment.

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#### Monthly – Pick your direct debit date

If you have elected to set up a monthly direct debit, you can choose to have the money come out of your account on your chosen date.

I would like the money to come out of my account on the  of the month.

Please note: if this form is received by us after your nominated start date, deductions will commence from the following month. Your nominated start month will remain the month which determines the next deduction.

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#### Quarterly

If you have elected a quarterly direct debit, your contributions will automatically be deducted on the 28th of the quarter i.e. 28th March, 28th June, 28th September and 28th December.

#### Declaration of direct debit

- I/We acknowledge that this Direct Debit arrangement is governed by the terms of the Direct Debit Request Service Agreement overleaf and will remain in force in accordance with the terms and conditions of that Service Agreement.
- I/We request and authorise that, until further notice in writing, my/our account described below may be debited or charged with the amount and at the frequency identified in this form by Prime Super Pty Ltd (ABN 81 067 241 016) as Trustee for Prime Super (ABN 60 562 335 823) (User ID 067 102) through the Bulk Electronic Clearing System (BECS).

Member signature

Date

Co-account holder's signature (if applicable)

Date

For a joint account, the names and signatures of all parties may be required.

### 4 Your bank details for direct debit

Name of Financial Institution

Account name

BSB

Account number

**Note:** We only accept contributions from personal bank accounts, not business or trust accounts.

## Direct debit request service agreement

### Why an agreement?

Through the Direct Debit Request (DDR) you are allowing us to debit amounts from your bank/financial institution account. The amount, how often and the date we will debit your account depends on what you instruct us to do.

### If Prime Super wants to change this agreement

We will notify you at least 14 days before making any changes to this agreement.

### If you want to change your direct debit or make an enquiry

Please contact our customer service staff if you wish to:

- delay or change your direct debit – you need to advise us at least ten days before the date we will debit your bank/financial institution account.
- cancel the DDR – you need to advise us at least three days before the date we will debit your bank/financial institution account.
- dispute a debit that has been made from your bank/financial institution account – Prime Super will respond to your dispute within five business days.

### Weekends and public holidays

We will always try to debit your account on the date nominated by you, except when this falls on a weekend or a public holiday. In this case we will debit your account on the next business day.

### Make sure you have enough money in your account

You should make sure that you always have enough cleared funds in your bank/financial institution account for us to debit your account. If there isn't enough money (that is, cleared funds) in your account, we will still make the debit. But if your bank/financial institution dishonours the debit we may pass on to you any dishonour fees and/or costs incurred by Prime Super.

### Check that you give us your correct details

Before completing the Direct Debit Request, please check with your bank/financial institution that:

- your bank/financial institution account accepts direct debiting as some accounts don't; and
- the account number you give us is correct (refer to your bank/financial institution statement or contact your bank/financial institution if necessary).

### Conditions of use

- To cancel or alter your direct debit, you must notify Prime Super in writing.
- There must be enough money in the account on each day you have nominated for a deduction to occur.
- If the deduction is dishonoured three times, this facility will cease immediately. A dishonour means that the deduction could not be made because there was not enough money in the nominated account.
  - > If Prime Super is advised of a dishonour and any part of the dishonoured amount has been paid out from your account, you will be liable to pay that amount to Prime Super.
  - > If Prime Super is advised of a dishonour after all your superannuation benefit is paid out, you are liable to repay the dishonoured amount to Prime Super.

## Privacy

I understand that the personal information collected is for purposes outlined in Prime Super's Privacy Statement. The information is only used for the purpose of administering fund membership or related purpose. Further information about privacy can be found in the Prime Super Privacy statement at [primesuper.com.au](https://primesuper.com.au) or by contacting the fund.

### Return this form to us via by mail or email

**mail:** Prime Super  
Reply Paid 85860  
PARRAMATTA NSW 2124  
*No stamp required*

**email:** [administration@primesuper.com.au](mailto:administration@primesuper.com.au)  
**visit:** [primesuper.com.au](https://primesuper.com.au)  
**call:** 1800 675 839