

# Superannuation standard choice form.

For use by employers when offering employees a choice of fund and by employees to advise their employer of their chosen fund.

**i** Give this completed form to your employer. Do not send it to us or the Australian Taxation Office.

## A Employee to complete.

### Step 1. Choice of superannuation fund

From 1 November 2021, if you start a new job and you do not advise your employer of your choice of super fund, your employer may need the ATO to identify if you have a 'stapled super fund'. A stapled super fund is an existing super account which is linked, or 'stapled', to you and follows you when you change jobs.

If you want to make sure your employer is paying into a particular fund, it's important that you complete this form and return it to your employer.

I request all my future superannuation contributions to be paid to (select one option):

Hostplus, my employer's nominated superannuation fund.  
Simply complete your personal details at step 2 and sign at step 4.

My own choice of APRA superannuation fund or self-managed super fund (SMSF). Complete steps 2, complete and provide documentation outlined in step 3 and sign at step 4.

### Step 2. Your personal details

Given names

Surname

My Tax File Number is:

Employee identification number (if applicable):

Date of birth

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**!!!** You do not have to quote your TFN but if you do not provide it, your contributions may be taxed at a higher rate.  
Your TFN also helps you keep track of your super and allows you to make personal contributions to your fund.

### Step 3. Details of my chosen superannuation fund

Fund name

Fund address

Suburb

State

Postcode

Fund ABN (if applicable)

Your account name (if applicable)

Member number (if applicable)

Unique Superannuation Identifier (USI) (if applicable)

Fund phone number

If nominating your self-managed super fund (SMSF) please also provide:

Fund Electronic Service Address (ESA)

Fund Bank Account - BSB

Fund Bank Account - Account Number

### Required documentation

- If your nominated fund is not an SMSF, you need to attach a letter from your fund stating that they are a complying fund and that they will accept contributions from your employer. Correct information about your super fund is needed for your employer to pay super contributions.
- If you are choosing an SMSF you need to attach a document confirming the SMSF is an ATO regulated super fund. You can locate and print a copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at [superfundlookup.gov.au](http://superfundlookup.gov.au)

If you are the trustee, or a director of the corporate trustee you can confirm that your SMSF will accept contributions from your employer by making the following declaration (place an x in the box below):

I am the trustee, or director of the corporate trustee of the SMSF and I declare that the SMSF will accept contributions from my employer.

If you are not the trustee, or a director of the corporate trustee of the SMSF, then you must attach a letter from the trustee confirming that the fund will accept contributions from your employer.

Your employer is not required to accept your choice of fund if you have not provided the appropriate documents.

I have attached the relevant documentation.

### Step 4. Signature

Date

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## B Employer to complete.

### Your employer-nominated superannuation fund

If an employee does not choose their own super fund, and the ATO has advised the employee does not have a stapled super fund (for new employees from 1 November 2021), you can meet your SG obligations by paying super guarantee contributions on their behalf to the fund you have nominated below or another fund that meets the choice requirements.

Give this form to your employee after you have completed 'Section B'.

Fund name

Fund phone number

Unique Superannuation Identifier (USI) (if applicable)

Fund website

### Your details

Business name

ABN

### Signature or full name

Date

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### For your records

This section must be completed when the employee returns the form to you with a completed 'Section A'. In the two months after you receive the form from your employee you can make super contributions to either the fund you nominated or the fund the employee nominated. After the two-month period you must make payments to the fund chosen by the employee. Employers must keep the completed form for their own record for five years. Do not send it to the Australian Taxation Office, the employer's nominated fund or the employee's nominated fund.

Date valid choice is accepted

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Date you act on your employee's valid choice

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### Compliance statement

Hostplus is a complying, resident and regulated super fund and can accept all types of super contributions within the meaning of the Superannuation Industry (Supervision) Act 1993 (SIS Act). Hostplus is a registrable superannuation entity and may be nominated as a default fund, as it meets the minimum statutory insurance cover requirements. The Trustee of Hostplus Superannuation Fund (ABN 68 657 495 890 is Host-Plus Pty Limited (ABN 79 008 634 704, AFSL 244392)

### Privacy Statement

Hostplus does not collect this information; we provide this form as a means for employees to identify and provide necessary information to their employer. An employer is authorised to collect an employee's TFN under the Superannuation Industry (Supervision) Act 1993. It is not an offence for an employee not to quote their TFN. However, quoting a TFN reduces the risk of administrative errors and if the employee does not quote their TFN their contributions may be taxed at a higher rate. An employee can get more details regarding their privacy rights in relation to their superannuation by contacting their Superannuation Fund.

### ✉ Hostplus contact details

Mail Locked Bag 5046, Parramatta NSW 2124 Phone 1300 467 875, 8am – 8pm (AEST), Monday to Friday

Email [info@hostplus.com.au](mailto:info@hostplus.com.au) Web [hostplus.com.au](http://hostplus.com.au)