

# Employer standard choice form.

## Form for participating employer

May 2017

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

Populate online or complete in pen using legible CAPITAL letters. Use X to mark boxes.

Complete all fields marked with an asterisk (\*).

### A Employee to complete.

#### Step 1. Choice of superannuation fund

I request all my future superannuation contributions to be paid to:

Hostplus, my employer's superannuation fund. Simply complete your personal details at step 2 and sign at step 5.

My own choice of superannuation fund. Complete your personal details at steps 2, complete and provide documentation outlined in step 4 and sign at step 5.

#### Step 2. Your personal details


Title  Mr  Mrs  Ms  Dr  Other  Date of birth\*  /  /

Given names\*

Surname\*

My Tax File Number is:\*

Employee identification number (if applicable):

 Make sure your superannuation fund knows your TFN. You can check just by looking at your latest statement from them. It helps you keep track of your money, allows you to pay extra contributions, and makes sure the money gets taxed at the special low rate.

#### Step 3. Your employer-nominated superannuation fund

If the employee does not choose a different superannuation fund, superannuation contributions will be paid to the following fund on behalf of this employee (unless they have previously chosen a different fund):

Fund name

HOSTPLUS SUPERANNUATION FUND

Unique Superannuation Identifier (USI) (if applicable)

HOS0100AU

Fund telephone number

1300 467 875

Email address

INFO@HOSTPLUS.COM.AU

#### Step 4. Details of my chosen superannuation fund

Fund name\*

Fund address\*

Suburb\*

State

Postcode

Account name

Australian Business Number (ABN) (if applicable)

Member number (if applicable)

Unique Superannuation Identifier (USI) (if applicable)

Daytime phone

#### Appropriate documentation

I have attached:

- a letter from the Trustee stating this is a complying fund or retirement savings account (RSA) or, for a self-managed superannuation fund, a copy of documentation from the ATO confirming the fund is regulated
- written evidence from the fund stating they will accept contributions from my employer, and
- details about how my employer can make contributions to this fund.

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

#### Step 5. Signature and date

Date\*

 /  / 

If you have completed 'Section A', return this form to your employer and keep a copy for your own records. Do not send this form to the ATO or your superannuation fund.

## B Employer to complete.

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

#### Your details

Business name\*

ABN

 /  / 

#### 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

 /  / 

#### Step 6. Give this form to your employer

Employers must keep the completed form for their own records for five years. Do not send it to the Australian Tax Office, the employer's nominated fund, or the employee's nominated fund.

#### 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 the Fund is for the Hostplus Superannuation Fund ABN 68 657 495 890 AFSL No. 244392.



#### Hostplus contact details

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

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