

# Employer choice form for Executive.

## Form for participating employer

November 2019

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 (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 your personal details at steps 2, complete and provide documentation outlined in step 3 and sign at step 4.

#### 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):

 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)

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 & Account Number

### Required documentation

- A letter from the Trustee stating this is a complying fund or retirement savings account (RSA) and that they will accept contributions from your employer or, for a self-managed superannuation fund, a copy of documentation from the ATO confirming your 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.

### Step 4. Signature\*

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.

### 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 EXECUTIVE SUPERANNUATION FUND

Unique Superannuation Identifier (USI) (if applicable)

68657495890001

Fund telephone number

1300 467 875

Hostplus Executive Product Disclosure Statement

pds-executive.hostplus.com.au

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

### Your details

Business name\*

ABN

### Signature\*

Date\*

 /  / 

### 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

 /  / 

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.

### 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 by contacting their Superannuation Fund.



### Hostplus contact details

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

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