

# Take us to a new job

## How to tell your employer to contribute to your Aware Super account

If you change jobs, you don't have to join a new super fund. You can continue using your Aware Super account – when you start a new job, while you take a break, or while you're looking for another job.

If you keep your Aware Super account open, you can ask your new employer to pay your super straight into this account. Even if you don't start a new job straight away, your account will continue and your super will keep working for you.

And by having just one super fund you'll save money on fees, and this means more of your money stays in your account. If you consolidate any money from your other super funds, check if you'll need to pay an exit fee, or lose any insurance.

### Keeping your existing Aware Super account is easy

If your new employer offers **choice of fund**, you can ask them to contribute to your existing Aware Super account. All you need to do is:

- 1 complete Section A of the attached Australian Government ATO *Superannuation Standard choice form*
- 2 separate out your *Superannuation Standard choice form* and *Aware Super Complying Superannuation Fund Notice for employers letter*, and then
- 3 give both documents to your new employer.



Your membership moves with you  
Yes – you can stay with us if you change jobs.



## Five reasons to stay with Aware Super

### 1 High performance with responsibility

We're proving investing in good is great. Our strong performance\* has earned us awards including:

- **SuperRatings' platinum** performance every year for the past 15 years
- **Chant West Best Fund Integrity** 2019
- **Best Public Sector Fund 2019** Super Review.



### 2 Profits go to you, not shareholders

We're an Industry Fund so all profits go into member benefits like low fees and other services to make your super work harder for you.

### 3 Putting members first to benefit everyone

Our members expect us to invest responsibly for their future, in assets that make a positive difference today. Assets that create jobs, address climate change and strengthen our communities, as well as providing strong returns\*.

### 4 You're in control with us


You have access to the right tools, education and advice to make good financial choices. Plus, easily accessible Australian-based services over the phone and at over 44 locations across Australia. Our financial planners are salaried so they're focussed on helping you achieve better financial outcomes.

### 5 Growing for your future

Our large size helps us negotiate better deals for members. Benefits like lower fees, access to better investment opportunities that drive higher returns\* and improved member products and services. We aim to keep growing, because the bigger we are, the better we can deliver value to our members and improve their retirement outcomes.

Past performance is not a reliable indicator or a guarantee of future performance.

\* Strong returns refers only to our Accumulation Fund, Growth Option.



Our  
**765,000+**  
members  
come first, and  
we welcome  
everyone

## We're here to help

### Contact us

Phone: 1300 650 873  
8.30am to 6pm (AEST)  
Monday to Friday  
Int'l: +61 3 9131 6373  
Email: [enquiries@aware.com.au](mailto:enquiries@aware.com.au)



### Get advice

Phone: 1800 620 305  
8.15am to 8.15pm (AEST)  
Monday to Friday  
Book: [aware.com.au/advice](http://aware.com.au/advice)  
Email: [clientservicecentre@aware.com.au](mailto:clientservicecentre@aware.com.au)



### Visit us

Come and see us at one of our local offices around Australia for help with your super account, including setting up your account online. [aware.com.au/locations](http://aware.com.au/locations)



### Important information

This is general information only and does not take into account your specific objectives, financial situation or needs. Seek professional financial advice, consider your own circumstances and read our product disclosure statement before making a decision about Aware Super. Call us or visit our website for a copy.

Insurance applications are subject to acceptance. Insurance cover is provided to Aware Super by TAL Life Limited (TAL ABN 70 050 109 450, AFSL 237848).

Issued by Aware Super Pty Ltd ABN 11 118 202 672, AFSL 293340, the trustee of Aware Super ABN 53 226 460 365. Financial planning services are provided by our financial planning business, Aware Financial Services Australia Limited ABN 86 003 742 756 AFSL No. 238430. Aware Financial Services Australia Limited (ABN 86 003 742 756, AFSL 238430) is wholly owned by Aware Super.

September 2020

**Postal**

PO Box 1229  
Wollongong NSW 2500

T | 1300 650 873  
F | 1300 722 072

enquiries@aware.com.au  
[aware.com.au](http://aware.com.au)

## Complying Superannuation Fund Notice for employers

This letter is to confirm that the Aware Super Fund [Aware Super]:

- is a resident regulated superannuation fund within the meaning of the Superannuation Industry [Supervision] Act 1993 [the SIS Act];
- is not subject to a direction under section 63 of the SIS Act;
- is a MySuper authorised fund, meeting all the standards for fees and costs, investment options, insurance and member communication; and
- complies with the death insurance cover requirements for choice of superannuation fund so that employers can choose Aware Super as their default fund.

### How to make contributions to Aware Super

You can join, make contributions and download forms from our website.

Step 1: Visit [aware.com.au/employer](http://aware.com.au/employer)

Step 2: Join Aware Super as an employer free of charge [takes 5 minutes]

Step 3: Choose your preferred method of submitting contributions

Step 4: Make contributions using your new employer code once you have joined.  
Our Unique Superannuation Identifier [USI] is 53 226 460 365 001.

For more information, please visit [aware.com.au/employer](http://aware.com.au/employer) or call **1300 650 873**.

This page has been left intentionally blank

# Superannuation (super) standard choice form

## WHEN TO USE THE FORM

### Employers

Use this form to offer eligible employees their choice of super fund. You must fill in the details of your nominated super fund, also known as your default fund, before giving the form to employees.

Give this form to an employee when:

- you hire a new employee who is eligible to choose a super fund
- an existing eligible employee asks you for it
- you can no longer contribute to an employee's nominated super fund or it is no longer a complying fund
- you change your employer-nominated super fund and need to advise employees affected by this change.

### Employees

Use this form to advise an employer of your choice of super fund.

You must provide the required information so your employer can make contributions to your nominated super fund.

## ABOUT THE FORM

The *Standard choice form* has three sections:

- section A, which the employee completes by providing details of their choice of super fund, together with supporting documents.
- section B, which the employer completes by providing details of their nominated super fund (before they give the form to an employee).
- section C, which the employer completes to document the choice process for an employee.

Employers must retain the returned form as their record of the choice process. Completed forms must be retained for five years.

### ! Superannuation reform changes – SuperStream

SuperStream is a new standard for the way employers pay contributions and send information to super funds. This form collects information that employers will need when using SuperStream.



## SECTION A: EMPLOYEE TO COMPLETE

If you choose your own super fund you will need to obtain current information from your fund to complete items 3 or 4.

### Item 3

#### Nominating your APRA fund or RSA

Complete this item if you are nominating your own APRA fund (fund regulated by the Australian Prudential Regulation Authority) or a retirement savings account (RSA).

You must include the unique superannuation identifier (USI) provided by your fund.

You must attach a letter from the fund trustee or RSA provider confirming that the fund or RSA:

- is a complying fund or RSA, and
- will accept payments from your employer.

This letter may contain other information to help your employer make super contributions using the SuperStream standard.

### Item 4

#### Nominating your self-managed super fund (SMSF)

Complete this item if you are nominating a self-managed super fund (SMSF).

You must include your SMSF's ABN, bank account details and electronic service address (ESA) (so the fund can receive electronic messages and payments from your employer using SuperStream).

#### FIND OUT MORE

[ato.gov.au/SMSFSuperStream](https://ato.gov.au/SMSFSuperStream) – for information about how SuperStream applies to SMSFs

If you are using an SMSF message service provider they will provide you with an electronic service address alias to include as the ESA on the form.

You must attach copies of the following documents to support your SMSF choice:

- a document confirming that the fund is regulated – this can be printed from [superfundlookup.gov.au](https://superfundlookup.gov.au)
- a letter from the trustee of the SMSF confirming that the fund will accept payments from your employer – if you are the trustee, or a director of the corporate trustee, you can confirm acceptance by placing an 'X' in the relevant box on the form.

## Things you should know

- Your employer is not liable for the performance of the super fund you or they nominate
- You should not seek financial advice from your employer unless they are licensed to provide it
- Your employer is only required to accept one choice of fund from you in a 12-month period; however, they may accept more
- Your employer has two months after you return this form to them to action your request
- Any money you have in existing funds will remain there unless you arrange to transfer it (roll it over) to another fund – check the impact of any exit fees you will incur or benefits you may lose before leaving the fund (your employer cannot do this for you)
- If you quote your TFN to your employer for super purposes, they must provide it to the super fund

## You may have lost super

- It is important to keep track of your super – if you've ever changed your name, address or job, you may have lost track of some of your super
- Having several super accounts could mean that fees and charges are reducing your overall super investment
- You can register for our online services and use SuperSeeker to check all your super accounts, find any lost or ATO-held super and transfer your super into one account using a simple online form

#### FIND OUT MORE

- [ato.gov.au/superseeker](https://ato.gov.au/superseeker)
- [ato.gov.au/super](https://ato.gov.au/super) – for information about super or choosing a super fund
- [moneysmart.gov.au](https://moneysmart.gov.au) (on the Australian Securities & Investment Commission [ASIC] website) – search for 'choose super fund' for tips on how to choose a fund

## SECTIONS B & C: EMPLOYER TO COMPLETE

If an employee nominates their own super fund, they will provide information at section A that will assist you to prepare for, and make contributions to super funds using SuperStream.

### ➤ FIND OUT MORE

[ato.gov.au/simplifyingSuperStream](http://ato.gov.au/simplifyingSuperStream) – for more information on SuperStream.

## Section B

Complete section B before giving this form to your employee. The super fund you nominate must be authorised to offer a MySuper product. If you need to confirm your MySuper arrangements contact your default super fund.

Sign and date this section on the day you give the form to your employee.

## Section C

Complete section C after your employee returns this form to you. Record the date you accept your employee's choice of fund and the date that you act on the choice. Retain the form with your records. Do not send the form to the ATO or to super funds.

### ➤ FIND OUT MORE

- [ato.gov.au/employersuper](http://ato.gov.au/employersuper) – for more information on super, offering an employee a choice of fund or paying super contributions
- [apra.gov.au/RSE](http://apra.gov.au/RSE) – to find a super fund authorised to offer a MySuper product

## Things you should know

- The quarterly\* due dates for super contributions are:
  - 28 October
  - 28 January
  - 28 April
  - 28 July
- If you have not received an employee's completed form and a super contribution is due, you must make the payment to your nominated fund by the due date
- In the two months after you receive an employee's completed form, you can pay their super contributions to either the fund you have nominated or the fund they have nominated
- After the two-month period, you must make contribution payments to the fund the employee has nominated
- You do not have to action an employee's fund nomination if they have nominated a fund in the previous 12 months; however, you may choose to action their request

### ➤ FIND OUT MORE

- phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer
- phone our publications ordering service on **1300 720 092** for copies of our publications
- write to us at  
**Australian Tax Office**  
**PO Box 3578**  
**Albury NSW 2640**

### ➤ HELP

- If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.
- If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

\* You can pay contributions more regularly than quarterly. For example, some employers pay fortnightly or monthly based on employee workplace agreements or arrangements with super funds.

---

## **OUR COMMITMENT TO YOU**

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at [ato.gov.au](http://ato.gov.au) or contact us.

This publication was current at **August 2014**.

---

**© AUSTRALIAN TAXATION OFFICE FOR THE  
COMMONWEALTH OF AUSTRALIA, 2014**

You are free to copy, adapt, modify, transmit and distribute this material as you wish (but not in any way that suggests the ATO or the Commonwealth endorses you or any of your services or products).

**PUBLISHED BY**

Australian Taxation Office  
Canberra  
August 2014

JS 31287





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

## Section A: Employee to complete

### 1 Choice of superannuation (super) fund

I request that all my future super contributions be paid to: (place an  in one of the boxes below)

The APRA fund or retirement savings account (RSA) I nominate  Complete items 2, 3 and 5

The self-managed super fund (SMSF) I nominate  Complete items 2, 4 and 5

The super fund nominated by my employer (in section B)  Complete items 2 and 5

### 2 Your details

Name

Employee identification number (if applicable)

Tax file number (TFN)

**!** 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.

### 3 Nominating your APRA fund or RSA

You will need current details from your APRA regulated fund or RSA to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Unique superannuation identifier (USI)

Your account name (if applicable)

Your member number (if applicable)

#### Required documentation

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.

#### 4 Nominating your self-managed super fund (SMSF)

You will need current details from your SMSF trustee to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Fund electronic service address (ESA)

Fund bank account

BSB code (please include all six numbers)

Account number

#### Required documentation

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 <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 a 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.

#### 5 Signature and date

If you have nominated your own fund in Item 3 or 4, check that you have attached the required documentation and then place an 'X' in the box below.

I have attached the relevant documentation.

Signature

Date

Day

Month

Year

 /  / 

Return the completed form to your employer as soon as possible.

## Section B: Employer to complete

You must complete this section before giving the form to an employee who is eligible to choose the super fund into which you pay their super contributions.

**!** Sign and date the form when you give it to your employee.

### 6 Your details

Business name

ABN

Signature

Date

Day                      Month                      Year  
 /  /

### 7 Your nominated super fund

If the employee does not choose their own super fund, you are required to pay super contributions on their behalf to the fund that you have nominated below:

Super fund name

Unique superannuation identifier (USI)

Phone (for the product disclosure statement for this fund)

Super fund website address

## Section C: Employer to complete

**!** Complete this section when your employee returns the form to you with section A completed.

### 8 Record of choice acceptance

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.

**!** If you don't meet your obligations, including paying your employee superannuation contributions to the correct fund, you may face penalties.

Date employee's choice is received      Day                      Month                      Year  
 /  /

Date you act on your employee's choice      Day                      Month                      Year  
 /  /

**!** 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.**

### PRIVACY STATEMENT

The ATO 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.

This page has been left intentionally blank