



Australian Government
Australian Taxation Office

Superannuation standard choice form

Use this form to choose the super fund your employer will pay your super into. Your choice of super fund is an important decision for your future.

If you don't complete this form, your employer can pay your super into your existing fund identified by the ATO. If you don't have one, your employer can pay into a new account in their default super fund. You can find more information on **page 5**.

How to complete online

Save time: use the online form

myGov



Australian Government
Australian Taxation Office

Use the online form in myGov to choose your super fund. Your super account details will automatically be filled in for you.

- 1 Sign into *myGov* and select ATO in your services
- 2 In the menu select *Employment*, and then *New employment*. You'll need your employer's information on **page 3** to complete this form.
- 3 Select your preferred fund and give a copy to your employer.

Information

For employees

Additional information about super is located at the end of this form. You can also visit ato.gov.au/individuals/super

For employers

Use the form to offer employees their choice of super fund. You must fill in the details of your nominated super fund, also known as your default fund, on **page 3** before giving the form to an employee.

For more information on super, offering an employee a choice of fund or paying super contributions, visit ato.gov.au/employersuper

Section A Your details

Full name

Employee number (if known)

Tax file number (TFN)

i You don't have to provide your TFN but if you don't, there may be consequences such as your contributions being taxed at a higher rate. See **page 5** for more information.

I choose for my super to be paid into

Select one of the options below and complete relevant section.

☐

My existing super fund



Section B

I want my employer to pay into a super account I have already opened.

☐

My employer's default super fund



Section C

I want my employer to open a new account for me in their default fund.

☐

My private self-managed super fund (SMSF)



Section D

I am a member and a trustee responsible for managing the fund. I may have up to 6 members in the fund.

Section B My existing super fund

Super fund details

- i** You can find your super fund details by:
- logging into your super fund member portal or online account
 - contacting your super fund directly
 - through ATO online services via myGov or the ATO app.

Super fund name

Super fund Australian business number (ABN)

Unique superannuation identifier (USI)

- i** The USI is used to identify different super funds and specific super fund products. It is different to your member account number. You can find your USI on your super fund's website or by contacting your super fund directly.

Your member account number

- i** You can find your member account number on your member account statement, by logging into your super fund account, contacting your super fund directly or through ATO online services via myGov or the ATO app.

Your name as it appears on your account

- i** This must match the name shown on your super account. This may be your current name, or a previous name.

Required documentation

You need to **attach a letter of compliance of your chosen super fund** to confirm it is a complying fund and can accept contributions from your employer.

For most super funds you can find their letter of compliance on their website. For other funds, you will need to contact them for this information.

☐ I have attached a letter of compliance from my super fund

Declaration

I hereby declare that the information I have provided in relation to the nominated super fund is true and correct and I am authorised to provide the information requested.

Signature

Date

Day / Month / Year
 / /

- i** If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

Section C My employer's default super fund

Employer to complete

i Employers must complete this section before providing the form to an employee.

Business name

Australian business number (ABN)

Super fund name

Super fund Australian business number (ABN)

Unique superannuation identifier (USI)

Employee to complete

i Make sure the employer default super fund details above have been completed by your employer before you use this form. Ask your employer if it hasn't been done.

☐ I choose for my employer to open a new account for me with their default super fund

Signature

Date

Day Month Year
 / /

i If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

Information for Employers

If an employee doesn't return this form

If your employee starts work on or after 1 November 2021, most employers must request the employee's stapled super fund details before making a super contribution.

If an employee doesn't provide you with the correct details, or the fund can't accept your contributions, you will need to request their stapled super fund details from the ATO.

If the ATO advises the employee does not have a stapled super fund, you can make the payment to your nominated default super fund. For more information, visit ato.gov.au/stapledsuperfund

Setting up and paying super for your business

For more information on your super choice obligations, including when you need to offer choice and setting up a default super fund, visit ato.gov.au/employersuper

Help for employers

Phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer about employer super obligations.

Section D My private self-managed super fund (SMSF)

SMSF details

SMSF name

SMSF Australian business number (ABN)

SMSF electronic service address (ESA)

i An ESA is used so the fund can receive electronic messages and payments from your employer using SuperStream. You can find your ESA by contacting your SMSF messaging provider or through your SMSF administrator, tax agent, accountant or bank.

Your full name as it appears on your account

i This must match the name shown on your super account. This may be your current name, or a previous name.

SMSF bank account details

Bank account name

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 find a copy of the compliance status for your SMSF at **superfundlookup.gov.au**

☐ I have provided evidence from the ATO this is a regulated SMSF

I hereby declare that the information I have provided in relation to the nominated super fund is true and correct and I am authorised to provide the information requested

Signature

Date

Day / Month / Year
 / /

i If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

You can choose any eligible super fund as your chosen fund for your employer to pay your super into. It's an important decision that can affect your retirement savings.

If you choose not to complete this form

If you are a new employee and choose not to complete this form, your employer will check with the ATO if you have an existing super fund. If you do, your super can be paid into this fund, called your 'stapled super fund'.

- If you have multiple funds the ATO will choose one of them as your stapled fund – it may not be the fund you would prefer.
- If the ATO is unable to identify a stapled fund, your employer will be advised to pay your super into their default super fund listed in **Section C**.
- If you started your current employment before 1 November 2021, your employer will pay your super into their default super fund listed in **Section C**.

For more information about stapled super funds, visit ato.gov.au/individuals/super

Tools and resources

- Compare MySuper products
ato.gov.au/yoursuper
- Keeping track of your super
ato.gov.au/keepingtrack
- What to consider when choosing a super fund
moneysmart.gov.au/how-super-works/choosing-a-super-fund
- How to combine more than one super fund
moneysmart.gov.au/how-super-works/consolidating-super-funds

Providing your TFN

You don't have to provide your TFN, but if your super fund does not have it, your super contributions may be taxed at a higher rate and you won't be able to make personal contributions to your fund.

Your TFN also makes it easier to keep track of any super accounts in your name so that you receive all your super when you retire.

Finding 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 multiple super accounts could mean you are paying fees you are unaware of, which could reduce your retirement savings. Your super is your money, you should check it regularly.

If you have more than one super fund

Having more than one super account could mean you're paying multiple fees and charges, which may reduce your retirement savings. You can consolidate multiple accounts using our ATO online services through myGov.

Before you consolidate accounts, you may want to seek advice on fees this may incur or if you will lose any valuable insurance.

For more information, visit moneysmart.gov.au/how-life-insurance-works/insurance-through-super

For additional support

Phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer.

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**.

Your privacy

This form is provided as a means for employees to provide necessary superannuation information to their employer. The ATO does not collect this information. An employer is authorised to collect their employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. If an employee does not provide their superannuation fund details to their employer, the employer may request the information from the ATO.

For more information regarding employee privacy rights contact your superannuation fund.



Boost your super with salary sacrifice*

When you salary sacrifice, some of your salary gets paid directly into your super account, so you'll get more super and likely save on tax too. Salary sacrifice contributions are taxed at 15% compared to the tax on your take-home pay, which can be up to 45%.

If you're in Local Government, you might also benefit from the employer matching scheme, where your employer matches a percentage of your contributions. For example, if you salary sacrifice 3%, your employer may contribute an additional 3%, effectively doubling your contributions to 6%. Whether it's \$5 or \$500, every bit makes a difference – so choose an amount that feels right for you*

How salary sacrifice grows your super savings

Case study:

Jessica is 42, earns \$84,000 per year and has \$94,000 in super. She salary sacrifices 3% of her salary per annum.

With solely her contributions, Jessica retires with an extra \$71,000 in super and with her employer matching Jessica retires with a further \$71,000 totalling \$142,000 in extra super at retirement.†



The extra money you put into super now, can make a big difference to your balance over time, so take charge and supercharge your savings today.

Keen to salary sacrifice?

Visit aware.com.au/employerforms to download the salary sacrifice form to fill out and hand to your employer.*

* General advice only. Consider your objectives, financial situation, or needs, which have not been accounted for in this information and read the PDS and TMD at aware.com.au/pds before acting. Issued by Aware Super Pty Ltd (ABN 11 118 202 672, AFSL 293340) trustee of Aware Super (ABN 53 226 460 365). *Salary sacrifice will save tax in many but not all circumstances and will cause a reduction in your take home pay. Before contributing, consider the current annual contributions limits. Exceeding these limits may reduce any tax benefits you could receive. Visit aware.com.au/grow

† This example is for illustrative purposes only and is not intended to provide a guarantee on outcome. It is a broad illustration of the steps a member could take, but the actions appropriate for an individual will vary depending on their personal circumstances. The case study is based on current regulatory requirements and laws, including tax rates, which may be subject to change. Investment return assumptions are for illustrative purposes only and for simplicity assume an average rate of return each year throughout the investment period based on Aware Super's investment objectives. Actual returns year on year may vary materially and can be negative as well. If investment returns/inflation are higher/lower, final balances will differ. Retirement age is assumed to be age 67. Retirement balances are rounded to the nearest \$1,000. Numbers are presented in today's dollars discounted by 3.5% (assumed AWOTE). Based on SG of 11.5% for 2024/25. This will increase to 12% on 1 July 2025 (where it will remain at 12%). Salary is assumed increased in line with annual salary increase of 3.5% p.a. plus an additional salary scale accounting for promotions, part time work, job changes, etc. Investment returns are based on the Aware Super MySuper Life Cycle option, assumed to be CPI + 4% until age 55, reducing from CPI + 4% to CPI + 2.75% between the ages 55-65 (inclusive) and CPI + 2.75% from age 65 onwards. Investment returns are assumed to be net of taxes.