

# Personal contributions form

Please complete this form if you would like to make after-tax contributions to your super account. Please note that the government limits the amount of money you can contribute to your super. For more information please refer to the current and relevant *Prime Super Short-Form Product Disclosure Statement*. If you would like to make before-tax contributions including salary sacrifice contributions, please contact your employer.



## SECTION 1 – PERSONAL DETAILS

Member Number

Date of Birth (DDMMYYYY)

Tax File Number

Surname

Title

 Mr  Mrs  Miss  Ms  Dr

Given Names

Gender

 Male  Female

Residential Address

Town/Suburb/City

State

Postcode

Phone Number

Fax Number

Mobile Number

Email

Name of Employer

Occupation

## SECTION 2 – ELIGIBILITY CRITERIA

Please note that we can only accept after-tax contributions if you meet the following criteria:

I am aged less than 65 years

☐ Yes ☐ No

**OR**

I am aged between 65 and 74 years and have worked at least 40 hours in a 30 day period or less during the current financial year.

☐ Yes ☐ No

**AND**

I have provided Prime Super with my TFN

☐ Yes ☐ No

**Please note:** We cannot accept after-tax contributions from you unless we have your TFN on record.

## SECTION 3 – CONTRIBUTION AMOUNT

I wish to contribute: \$

Please note that any contributions you make will be invested according to your chosen investment strategy.

## SECTION 4 – CONTRIBUTION FREQUENCY

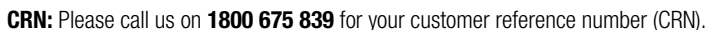
☐ One-off ☐ Monthly ☐ Quarterly



## SECTION 5 – PAYMENT METHOD

Please choose your preferred payment method.

You will need to contact your financial institution to make your payment. Prime Super's BPAY® details are:



**Did you know?** If you are paying via BPAY® you can complete this form online via the secure member section of our website at **[www.primesuper.com.au](http://www.primesuper.com.au)**

Please complete Sections 7 and 8 to set up your direct debit.

Please refer to Section 6, complete Section 8 (for our records and to ensure the EFT is completed correctly) and then contact your financial institution to make your payment.

Your cheque should be made payable to Prime Super and attached to this form.

## SECTION 6 – EFT

Please transfer your EFT payment to the following account:

**Account Name:** National Nominees Limited ANF Prime Super Pty Ltd as Trustee for Prime Super

BSB Number: 064-000 Account Number: 10482771

**Payment Reference Number:** Please input your Prime Super member number as your payment reference number.

## SECTION 7 – DIRECT DEBIT

## ONE-OFF PAYMENT

If you have elected to make a one-off contribution by direct debit, please tick this box ☐

Please note: One-off contributions are processed on the 1st or the 15th of the month – whichever falls next. If you would like your one-off contribution to be made on an alternative date, we recommend you consider making a Bpay®, EFT or cheque payment.

## MONTHLY

If you have elected to set up a monthly direct debit, you can choose to have the money come out of your account on the 1st or the 15th of the month.

I would prefer the money to come out of my account on the ☐ 1st or ☐ 15th of the month.

Please note: if this form is received by us after your nominated start date, deductions will commence from the following month. Your nominated start month will remain the month which determines the next deduction.

## QUARTERLY

If you have elected a quarterly direct debit, your contributions will automatically be deducted on the 28th of the quarter i.e. 28th March, 28th June, 28th September and 28th December.

## DECLARATION OF DIRECT DEBIT

- I/We acknowledge that this Direct Debit arrangement is governed by the terms of the Direct Debit Request Service Agreement overleaf and will remain in force in accordance with the terms and conditions of that Service Agreement.
- I/We request and authorise that, until further notice in writing, my/our account described below may be debited with any amounts to Prime Super Pty Ltd (ABN 81 067 241 016) as Trustee for Prime Super (ABN 60 562 335 823) (User ID 067 102) may debit or charge me/us through the Bulk Electronic Clearing System (BECS).

For a joint account, the names and signatures of all parties may be required.

Full Name

[illegible]

Member Signature

--	--	--	--	--	--	--	--

[illegible]

--

--	--	--	--	--	--	--	--

## SECTION 8 – YOUR BANK DETAILS

[illegible][illegible]

--	--	--

--	--	--	--	--	--	--	--	--

[illegible]

--	--

--	--	--	--	--	--	--	--

## SECTION 9 – FETCH MY SUPER

☐☐[illegible]

--	--	--	--	--	--	--	--

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

### Why an agreement?

Through the Direct Debit Request (DDR) you are allowing us to debit amounts from your bank/financial institution account. The amount, how often and the date we will debit your account depends on what you instruct us to do.

### If Prime Super wants to change this agreement

We will notify you at least 14 days before making any changes to this agreement.

### If you want to change your direct debit or make an enquiry

Please contact our customer service staff if you wish to:

- delay or change your direct debit – you need to advise us at least ten days before the date we will debit your bank/financial institution account.
- cancel the DDR – you need to advise us at least three days before the date we will debit your bank/financial institution account.
- dispute a debit that has been made from your bank/financial institution account – Prime Super will respond to your dispute within five business days.

### Weekends and public holidays

We will always try to debit your account on the date nominated by you, except when this falls on a weekend or a public holiday. In this case we will debit your account on the next business day.

### Internet, fax or mail direct debit request

If you are making a direct debit request via the internet, fax or mail we will debit your account on the day of receipt or the next business day.

### Make sure you have enough money in your account

You should make sure that you always have enough cleared funds in your bank/financial institution account for us to debit your account. If there isn't enough money (that is, cleared funds) in your account, we will still make the debit. But if your bank/financial institution dishonours the debit we may pass on to you any dishonour fees and/or costs incurred by Prime Super.

### Check that you give us your correct details

Before completing the Direct Debit Request, please check with your bank/financial institution that:

- your bank/financial institution account accepts direct debiting as some accounts don't; and
- the account number you give us is correct (refer to your bank/financial institution statement or contact your bank/financial institution if necessary).

Other things to note:

- Bank accounts and Building Society accounts can be nominated. Credit Union accounts cannot be nominated. This facility is not available for such accounts.
- BSB Number – Identifies the bank/financial institution/state/branch at which your account is held. Please contact your bank/financial institution if you are not sure of this number.
- Account Number – Your bank/financial institution account number.
- Member Number – Your Prime Super Member number.

### Conditions of Use

- To cancel or alter your direct debit, you must notify Prime Super in writing.
- There must be enough money in the account on each day you have nominated for a deduction to occur.
- If the deduction is dishonoured three times, this facility will cease immediately. A dishonour means that the deduction could not be made because there was not enough money in the nominated account.
  - If Prime Super is advised of a dishonour and any part of the dishonoured amount has been paid out from your account, you will be liable to pay that amount to Prime Super.
  - If Prime Super is advised of a dishonour after all your superannuation benefit is paid out, you are liable to repay the dishonoured amount to Prime Super.

## ADDITIONAL INFORMATION

### YOUR PRIVACY

The information you provide on this form is collected by and held for Prime Super by the fund Administrator, and may be disclosed to third parties who are involved in activities related to your membership or provided to lawfully authorised government agencies in accordance with the Australian Privacy Principles of the *Privacy Act 1988 (Cth)*. We only use the information for the purpose of administering your membership or related purposes. For further information about privacy or to obtain a free copy of our Privacy Policy, please visit our website [www.primesuper.com.au](http://www.primesuper.com.au), contact us on 1800 675 839, write to us at Locked Bag 5103, Parramatta, NSW 2124 or email us at [administration@primesuper.com.au](mailto:administration@primesuper.com.au).

### WHERE TO SEND THIS FORM

Once completed please return this form to us via mail, fax or email.

**Mail** Prime Super  
Locked Bag 5103  
Parramatta NSW 2124

**Freecall** 1800 675 839  
**Fax** 1800 023 662  
**Email** [administration@primesuper.com.au](mailto:administration@primesuper.com.au)

If you have any questions about this form or Prime Super please call us on **1800 675 839** (8.00am to 8.00pm Monday-Friday Sydney time).