

To make your contributions by direct debit, please complete this form and return it to Prime Super. This form must be received by us after we have received a contribution advice from you. Please ensure that you read the Direct debit request service agreement overleaf before completing this form. If you have any questions call Prime Super on **1800 675 839** or contact your Regional Manager or Client Service Consultant directly.



## Employer Number

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Surname or Company/Business Name

[illegible]

Given Name or ACN/ABN

[illegible]

In order for Prime Super to debit the correct contribution amount from your account, please ensure you have submitted a contribution advice five days before the direct debit date.

For information on how you can submit contributions online, please log on to [www.primesuper.com.au](http://www.primesuper.com.au)

After we have received your contribution advice (detailing the correct members, contribution types and amounts), the total amount will be debited from your account.

☐ One-off      ☐ Regular

Please note: If you wish to make a one-off contribution, we recommend you consider making a BPAY, EFT or cheque payment (note that due to SuperStream requirements, cheque payments are permitted until 30 June 2015 for employers with fewer than 20 employees and until 30 June 2014 for employers with 20 or more employees).

One-off and regular contributions will be debited on the 1st or the 15th of every month and 28 days after the end of the quarter (in line with SG obligations). The amount will be debited on the next direct debit date after you have submitted your contribution advice to Prime Super. For example, if you submit a contribution advice via the website on 21st February, the amount will be debited in the next direct debit run, which would be 1st March.

The run 28 days after the end of the quarter is an additional run to ensure we capture all contributions submitted close to the SG cut-off date.

### 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.

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

Full Name

[illegible]

Employer Signature

1	2	3

Date (DDMMYYYY)

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Full Name

[illegible]

Employer Signature

1	2	3

Date (DDMMYYYY)

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## SECTION 6 – YOUR BANK DETAILS

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).

Account Holder's Signature (primary)

Date (DDMMYYYY)

Account Holder's Signature (secondary)

Date (DDMMYYYY)

Name of Financial Institution

Account Holder's Full Name

BSB Number

–

Account Number

Primary Account Holder's Address

Town/Suburb/City

State

Postcode

Phone Number (BH)

Phone Number (AH)

Mobile Number

## 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 next direct debit date (as per Section 4), except when this falls on a weekend or a public holiday. In this case we will debit your account on 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 DDR, 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.

### 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 direct debit due date 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 employee's account with Prime Super, you will be liable to pay that amount to Prime Super.
  - If Prime Super is advised of a dishonour after all your employee's superannuation benefit is paid out, you are liable to repay the dishonoured amount to Prime Super.

### PRIVACY

The information you provide on this form is collected by and held for Prime Super by the fund Administrator or may be disclosed to third parties who are involved in activities related to the fund in accordance with the Australian Privacy Principles of the *Privacy Act 1988 (Cth)*. 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) or contact customer service 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).