



Additional Personal Contributions – Deposit

Important information about this form

Get the facts first

Before completing this form, please read the **MilitarySuper Product Disclosure Statement (PDS)** and the **Additional personal contributions** factsheet which is available from our website csc.gov.au

Who should use this form?

Use this form if you are a current contributing member of Defence Force Retirement and Death Benefits Scheme (DFRDB) or MilitarySuper and you wish to make personal superannuation contributions (after tax contributions) in addition to your regular fortnightly contributions.

When to use this form

You must use this form each time you make an additional personal contribution by cheque, money order or EFT payment direct to MilitarySuper.

Tax file number

We are required to validate your Tax File Number (TFN) with the ATO's records to confirm the TFN provided is yours and is correct. Please note, if you have not provided MilitarySuper with your TFN, we will be unable to accept your additional personal contributions.

If you have not been issued a TFN you should lodge an Australian Taxation Office Application/Enquiry form with the Taxation Office. Forms are available at all Taxation Offices. You must provide proof of identity at the time you lodge the form.

Contributions Cap

There is a cap on non-concessional contributions. Any after-tax contributions up to the cap are paid in tax-free. Any after-tax contributions above this cap will be taxed at the top marginal tax rate (plus Medicare levy). Information on the current cap limits can be found on the Australian Taxation Office website. Please note that your member contributions to DFRDB or MilitarySuper count towards the non-concessional cap.

For more information

For more information about additional personal contributions or how to complete this form please contact us on **1300 006 727** (MilitarySuper) or **1300 001 677** (DFRDB).

How to use this form

Please use CAPITAL LETTERS and a black or blue pen.

Mark boxes like this with a ✓ or ✗ then fill out the next question or section.

Submitting your form

Return your completed form with your cheque or money order attached to:

MilitarySuper
GPO Box 2252
Canberra ACT 2601
Australia

Or if you're paying via EFT, please email the completed form to: formsandapplications@csc.gov.au



Important:
MilitarySuper members are not eligible to claim a deduction for Personal Super Contributions made to this fund as MilitarySuper is a Commonwealth public sector superannuation Defined Benefit Scheme.



**Military
Superannuation &
Benefits Scheme**

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Additional Personal Contributions – Deposit

Form start

Read each section of the form carefully before filling it in.

A

About yourself

1. Service Navy Army RAAF

2. Scheme MilitarySuper DFRDB

3. Service number/Employee ID

4. Salutation Mr Mrs Ms Miss Other

Surname

Given name(s)

5. Date of birth / /

6. Address

Postal address

Suburb State Postcode

7. Phone number

Business hours

After hours

Mobile number

8. Email address

@



Military Superannuation & Benefits Scheme

- Midwife
- Notary Public
- Nurse
- Occupational therapist
- Physiotherapist
- Psychologist.

For a full list of certifying authorities refer to **Schedule 2** of the *Statutory Declarations Regulations 2018* available at www.legislation.gov.au/Details/F2018L01296

How can I meet the identification requirements?

You only need to provide **one** document from the **Primary photographic identification** category. If you can't provide any **Primary photographic identification** you will need to provide **one** secondary identification document from List A AND **one** secondary identification document from List B. We can only accept documents that are listed below for identification purposes.

If the name we hold on file for you is different to the name on your identification, or two pieces of identification are in different names, please provide a certified copy of your **Marriage** or **Change of Name certification**.





If you would like us to use DVS to verify your identification, please provide authorisation by placing a check in the box below.




I confirm that I am authorised to provide the personal details presented and I consent to the information being checked with the document issuer or official record holder via third party systems for the purposes of confirming my identity.



You must provide a copy* of one of the following:

Primary photographic identification

DVS compatibility is shown as  or 




-  A current Australian Driver's Licence (front and back of licence must be provided).
-  A current Australian Passport (or one which has expired within the last two years).
-  A current Australian Proof of Age card (issued under a State or Territory law).

If your documents are incompatible with DVS, don't forget to provide certified copies.




Secondary identification requirements

Only provide these documents if you're unable to provide **one** of the **Primary photographic identification** documents.

List A

-  Your Australian Birth Certificate or extract issued by a State or Territory.
Please note: Birth Certificate extracts and Birth Certificates issued before 1970 may not be verified by DVS.
-  Your Citizenship Certificate issued by the Commonwealth.
-  Your current Pensioner Concession Card issued by the Department of Human Services.

List B

-  Your notice issued by the Australian Taxation Office (ATO) within the last 12 months that shows your name, current residential address, and records an amount payable either to or from the ATO.
-  Your notice issued by a local council or utilities provider in the last three months showing the provision of services and current residential address. **For example:** rates notice, electricity or water bill.
-  Your notice issued by the Commonwealth or a State or Territory government within the last 12 months showing your name and current residential address, and the provision of a financial benefit. **For example:** a Centrelink letter.

Certifying your documents overseas

If you live overseas and need to have documents certified, it needs to be done by a person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents. For more information refer to ag.gov.au and dfat.gov.au. Documents provided in a foreign language must be accompanied by a certified translation completed by an accredited translator.

Persons residing overseas and foreign residents may need to contact us.

***Don't send original documents.**

D

Tax File Number

Providing your TFN is voluntary. If you choose not to provide it you will not commit an offence. The consequences of not providing your TFN are:

- tax will be deducted from your benefit/s at the highest marginal rate
- the trustee of another superannuation scheme or RSA provider holding your benefits now or in the future may not be able to locate, amalgamate or identify your benefits in order to pay you.

Note that these consequences may change in the future as a result of legislative change.

We are authorised to collect your TFN under the provisions of the *Superannuation (Supervision) Act 1993*. We will treat your TFN as confidential and will only use it for legal purposes, which include:

- disclosing it to the trustee of an eligible superannuation entity, regulated exempt public sector superannuation scheme or RSA provider to which your benefits are transferred in the future, unless you specifically instruct us not to
- finding or identifying your superannuation benefits where other information is insufficient
- calculating tax on your benefits
- providing information to the Commissioner for Taxation.

Note that the lawful purposes may change in the future as a result of legislative change.

We are required to validate your Tax File Number (TFN) with the ATO's records to confirm the TFN provided is yours and is correct. Also please note that without your TFN we cannot accept any additional personal contributions or member contributions. If you have already provided your TFN to MilitarySuper, you are under no obligation to provide it again in this application.

Your Tax File Number

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Your Tax File Number remains confidential

E

Signature

11.

Please credit the attached payment to my MilitarySuper account.

 **Sign**

Signature

Date signed

D	D	/	M	M	/	Y	Y	Y	Y

F

Privacy

12.

I do not want my contact details passed to an independent firm commissioned for the purpose of participating in research on the service provided by CSC.


Personal information that you or a third party provide, such as your employer, is collected, held, used and disclosed as required or authorised by law in accordance with the privacy policies and notice, available via csc.gov.au or by contacting us on **1300 006 727**, for the purpose of managing your super. This includes the management of superannuation investments, providing superannuation products and information, the administration of accounts, conducting market research and product development. The privacy policies and notice contain important information about how personal information is handled, including rights to access and update that information and how a complaint about a breach of privacy can be made.

You have now completed this form.

Return your completed form with your cheque or money order attached to:

MilitarySuper
GPO Box 2252
Canberra ACT 2601
Australia

End Form

 **Need assistance?**
Call us on the phone numbers below

 **Email**
members@enq.militarysuper.gov.au

 **Phone**
1300 006 727

 **Fax**
(02) 6275 7010

 **Post**
MilitarySuper
GPO Box 2252
Canberra ACT 2601

 **Web**
csc.gov.au

 **Overseas Callers**
+61 2 6275 7000