



# 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](http://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 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 call us on **1300 006 727** (MilitarySuper) or **1300 001 677** (DFRDB) or email to [members.adf@contact.csc.gov.au](mailto:members.adf@contact.csc.gov.au).

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.

Any financial product advice in this document is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general advice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation and needs. You may wish to consult a licensed financial advisor. You should obtain a copy of the PSSap Product Disclosure Statement and consider its contents before making any decision regarding your super.

Commonwealth Superannuation Corporation (CSC) ABN: 48 882 817 243 AFSL: 238069 RSEL: L0001397 | Commonwealth Superannuation Scheme ABN: 19 415 776 361 RSE: R1004649 | Australian Defence Force Superannuation (ADF Super) ABN: 90 302 247 344 RSE: R1077063 USI: 90302247344001 | Public Sector Superannuation accumulation plan ABN: 65 127 917 725 RSE: R1004601 | Public Sector Superannuation Scheme ABN: 74 172 177 893 RSE: R1004595



# Additional Personal Contributions – Deposit

- Read each section of the form carefully before filling it in.
- Use CAPITAL LETTERS and a blue or black pen
- Sign your name where needed. If you don't sign the relevant sections of the form, we will return it to you.

## A About yourself

1. Service  Navy  Army  RAAF

2. Scheme  MilitarySuper  DFRDB

3. Service number/  
Employee ID

4. Salutation  Mr  Mrs  Ms  Miss  Other

5. Surname

6. Given name(s)

7. Date of birth  /  /

8. Postal address   
Suburb/town  State  Postcode

9. Phone numbers      
Business hours  After hours   
Mobile number

10. Email  @

## B About your payment

11. I wish to pay the additional personal contributions of: \$

For your payment via Electronic Funds Transfer (EFT), use the following bank account details:

BSB: 092-009  
 Account Number: 919128  
 Account Name: MSBS Fund  
 Bank Name: Reserve Bank of Australia

**!** When making payment please provide your service number/employer ID as the reference number and email the EFT payment details to [Accounts.Receivable@csc.gov.au](mailto:Accounts.Receivable@csc.gov.au)



## C Identification requirements

To confirm your identity, we require some information from you—this is to protect your benefit against fraud, money laundering and terrorism financing, under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

### Verifying your documents

Identifying documents may be verified through the Document Verification Service (DVS). DVS is a national online system that allows approved government agencies and organisations to compare a member's identifying information with a government record. It is not a database and does not store any personal information. Requests to verify a document are encrypted and sent via a secure communications pathway to the document issuing authority for checking.

**!** If you don't provide authorisation to have documents verified electronically or your documents are incompatible with DVS, you will need to provide certified copies of required documents.\* Please also refer to the section *Certifying your documents*.

\* DVS is only compatible with some identification documents, these have been listed below.

An electronic copy of your identification documents will be stored in a secure environment and hard copies will be securely stored off-site. All copies will only be used for the purpose of confirming your identity. You need to send in identification with every application.

### Certifying your documents

If you're providing certified documents, the certifying authority must confirm in writing you are the valid holder of the identification you are presenting, and any copies are true copies of the original.

**!** **Important:** The certification must include the name, signature, qualification and registration number of the certifying authority (if applicable), and the date of the certification. Note: we require a copy of both sides of your identification document.

The following sample of certifying authorities can certify your documents in Australia:

- Dentist
- Employee of a Commonwealth authority engaged on a permanent basis with five or more years of continuous service who is not specified elsewhere in this document
- Financial Adviser or Financial Planner
- Justice of the Peace (JP)
- Legal Practitioner
- Medical Practitioner
- Member of the Australian Defence Force who is:
  - an Officer; or
  - a Non-Commissioned Officer within the meaning of the Defence Force Discipline Act 1982 with five or more years of continuous service; or
  - a Warrant Officer within the meaning of that Act.
- 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](http://www.legislation.gov.au/Details/F2018L01296)

### Meeting 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 check both boxes 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.
- I have attached identification for DVS verification.

### 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.**

 Section C continued on next page

## 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. **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. **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](http://ag.gov.au) and [dfat.gov.au](http://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 Tax File Number (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 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 (TFN)

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Your TFN remains confidential

## E Signature

Please credit the attached payment to my MilitarySuper account.

 **Sign**

Signature
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Date signed

D	D	/	M	M	/	Y	Y	Y	Y
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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](http://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.

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.

**End of form**



## Lodge application

Email the completed form to [formsandapplications@csc.gov.au](mailto:formsandapplications@csc.gov.au)



For more information visit [csc.gov.au](http://csc.gov.au)



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