



Provision of Tax File Number

1. Explanatory notes
2. Form

Important information about this form

Please read this first

Please complete all the boxes on the attached form. It allows us to identify you, and tells us how we can contact you.

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

Please send your completed form to:

PSS
GPO Box 2252
Canberra ACT 2601
AUSTRALIA



Public Sector
Superannuation
Scheme

1. Explanatory notes start

Why should I provide my Tax File Number?

You do not have to provide your Tax File Number (TFN) and it is not an offence if you choose not to. However, with the tax changes that come into effect from 1 July 2007, if we do not have your TFN:

- Your member contributions will not be able to be accepted and will need to be returned to your employer.
- Productivity contributions from your employer will also not be able to be accepted. This will affect not only your member benefit on exit but may also impact the accrual of your employer benefit.
- If you have more than one membership, we may not be able to locate and combine your benefits in PSS.
- Benefits paid to you may be subject to a higher rate of tax, unless you provide your TFN at a later date. You may be able to reclaim this amount through the income tax assessment process.

The consequences for choosing not to provide your TFN may change in line with future legislative change.

About reporting your Tax File Number

You can complete this form and return it to us in the reply paid envelope provided. We are authorised to collect your TFN under the *Superannuation Industry (Supervision) Act 1993*.

We are required by law to properly safeguard your TFN and will only use it for purposes specified under the law. These include:

- advising the Australian Taxation Office (ATO) if you are a 'lost' member
- advising the ATO if we are required to pay amounts as unclaimed money
- providing advice to the ATO for taxation purposes
- forwarding your TFN to another regulated superannuation fund or Retirement Savings Account (RSA) provider if your benefit is transferred or rolled over to that fund or RSA provider (unless you request otherwise)
- searching for or combining superannuation benefits within PSS.

This information will also be provided to our administrator, Commonwealth Superannuation Corporation (CSC), for the purpose of administering your superannuation.

Your information will not be used for any other purpose or disclosed to another party, unless:

- you authorise us to do so
- it is required by law.

A full copy of our privacy policy is available at pss.gov.au or by calling us on **1300 000 377**.

Note: We are required to validate your TFN with the ATO's records to confirm the TFN provided is yours and correct. Your TFN will be validated before your benefit will be paid using the SuperTICK validation service. If you do not provide your TFN, the processing of your benefit payment may be delayed.

End of
explanatory
notes



Provision of Tax File Number

2. Form start

Read the Explanatory notes and this section of the form carefully before filling it in.

A

Your details

Reference number (AGS)

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Salutation

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

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Surname

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Given name(s)

Date of birth

D	D
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M	M
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Y	Y	Y	Y
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Phone

BUSINESS HOURS

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Tax File Number (TFN)

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Sign

SIGNATURE

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Date signed

D	D
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 /

M	M
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Y	Y	Y	Y
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You have now completed this form.

Please send your completed form to:

**PSS
GPO Box 2252
Canberra ACT 2601
AUSTRALIA**

End Form



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



Email
members@pss.gov.au



Phone
1300 000 377



Financial Advice
1300 277 777



Post
PSS
GPO Box 2252
Canberra ACT 2601



Web
csc.gov.au



Overseas Callers
+61 6275 7000



Fax
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