



# Provision of Tax File Number (TFN)

## 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.

Please sign your name where needed. If you don't sign the form, it will be returned to you.

#### Submitting your form

Please send your completed form to:

**ADF Super**  
**Locked Bag 20116**  
**Melbourne**  
**VIC 3001**

or email to  
[formsandapplications@adfsuper.gov.au](mailto:formsandapplications@adfsuper.gov.au)



Australian  
Defence Force  
Superannuation

# 1. Explanatory notes start

## Why should I provide my TFN?

You do not have to provide your TFN and it is not an offence if you choose not to. However, if we do not have your TFN:

- Your post-tax personal contributions cannot be accepted by our fund and will need to be returned to your employer.
- Pre-tax salary sacrifice and employer contributions may be accepted but will be taxed at the top Marginal Tax Rate, plus the Medicare levy.
- 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.

## About reporting your TFN

We can accept your TFN details over the phone by calling us on **1300 203 439** or you can complete this form and return it to us at Locked Bag 20116, Melbourne VIC 3001.

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).

This information will also be provided to our administrator, Mercer, for the purpose of administering your superannuation.

## Your privacy is important to us

We're committed to protecting your privacy. We collect your personal information for the purposes of providing superannuation services to you, improve our products and to keep you informed. We will only share your personal information where necessary for providing superannuation services to you. This may include disclosing your personal information to our scheme administrator, service providers or government or regulatory bodies. Your personal information may be accessed overseas by our service providers. Please see our privacy policy for full details. Your personal information will not be otherwise used or disclosed unless required or permitted under law.

A full copy of our privacy policy as well as the privacy complaint process is available at [csc.gov.au](https://www.csc.gov.au)

End of  
explanatory  
notes



# Provision of Tax File Number (TFN)

## 2. Form start

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

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### Provide your personal details

Service

☐ Navy ☐ Army ☐ RAAF

ADF Super member number

Title

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Surname

Given name(s)

Date of birth

/   /

Contact details

MOBILE NUMBER

BUSINESS HOURS

AFTER HOURS

Email

WORK

@

HOME

@

Tax File Number

 Sign

SIGNATURE

Date signed

/   /

End Form



Email  
members@adfsuper.gov.au



Phone  
1300 203 439



Fax  
1300 204 314



Post  
ADF Super  
Locked Bag 20116  
Melbourne  
VIC 3001



Web  
csc.gov.au



Overseas Callers  
+61 2 4209 5401