



# Voluntary contributions

This is the voluntary contributions form for PSSap and ADF Super members.

Use this form to:

- make a personal (after-tax) contribution to your account (provide **your** details at **Section A**)
- or
- make a contribution to your spouse's account (provide **your spouse's** details at **Section A**)

## Before you get started, some things to note:

- You must be an eligible PSSap member\* in order for personal (after-tax), or spouse contributions to be accepted to your account.
- You should consider the concessional and non-concessional contribution caps when making extra contributions.
- We must hold your Tax File Number (TFN) before we can accept personal (after-tax) contributions.
- We must hold your spouse's TFN before we can accept your spouse contributions.

Further information on conditions that apply to each contribution type, including eligibility, age limits and contribution caps is available online at [csc.gov.au](http://csc.gov.au) and [ato.gov.au](http://ato.gov.au)

\* An eligible PSSap member is someone who is currently employed by an eligible employer, or was previously employed by an eligible employer for at least 12 continuous months.

**Want to contribute via BPAY or salary deduction?**  
Go straight to Section C of this form to find out how.

## 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, improving our products and keeping 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](http://csc.gov.au)





# Your details

Provide the details of account you would like your contribution deposited into. If you are making a spouse contribution, these will be details of your spouse's PSSap/ADF Super account.

Member # PSSap

Member # ADF Super

Title  Mr  Mrs  Ms  Miss  Other

Surname

Given name(s)

Date of birth   /   /

Residential address

**SUBURB**  **STATE**  **POSTCODE**

Postal address

**SUBURB**  **STATE**  **POSTCODE**

Phone number

**HOME NUMBER**

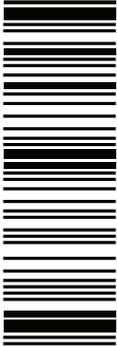
**MOBILE NUMBER**

Email

@

Your Tax File Number (TFN)

I have already provided my TFN to PSSap/ADF Super



**Important:** Under the *Superannuation Industry (Supervision) Act 1993*, CSC is authorised to collect, use and disclose your tax file number. We may disclose your tax file number to another superannuation provider when your benefits are being transferred, unless you request to us in writing that your tax file number not be disclosed to any other superannuation provider. Declining to quote your tax file number is not an offence, however giving your tax file number to us will have the following advantages:

- we will be able to accept all permitted types of contributions to your account/s;
- other than the tax that may ordinarily apply, you will not pay more tax than you need to—this affects both contributions to your superannuation and benefit payments when you start drawing down your superannuation benefits; and
- it will make it much easier to find different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

## B Contribution type

I wish to make the following contribution:

A personal (after-tax) contribution to my own PSSap/ADF Super account

OR

A contribution to my spouse's PSSap/ADF Super account (eligible spouse contribution)

**Note:** A tax offset of up to \$540 is available to a tax-payer who makes contributions into their spouse's account where the spouse's income is less than \$40,000 pa, the spouse has not exceeded their non-concessional contribution cap and does not claim the contribution as a tax deduction. They must also have a Total Super Balance below \$1.9 million.

Refer to [ato.gov.au](http://ato.gov.au) for further information including the full eligibility criteria.

For the purpose of establishing whether my spouse is eligible to receive an eligible spouse contribution into their PSSap/ADF Super account, I declare that my spouse:

lives with me on a permanent basis

is a resident of Australia

is not employed by me

and

is aged 74 years or below

## C Contribution method

### Option 1: BPAY

You do not need to complete this form, simply log into **CSC Navigator**, click on contributions and follow the prompts to generate your BPAY and Customer Reference Number (CRN). Once you have obtained your CRN, you can make a BPAY payment by logging into your financial institution.

You will need a password to use **CSC Navigator**. If you do not have a password or have misplaced it, please call or email us during business hours.

### Option 2: Regular payroll deductions

Contact your personnel section or payroll department if you want to make regular contributions to your PSSap/ADF Super account, you can ask your employer to deduct super contributions from your after tax salary. If you wish to contribute before tax amounts to super each pay period, ask your personnel section about your salary sacrifice options.

### Option 3: Cheque

Contribution amount

\$																			
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Cheques should be made payable to your relevant fund:

- PSSap - Public Sector Superannuation accumulation plan

or

- ADF Super

Please send this form and your cheque to your relevant fund:

**PSSap**  
**Locked Bag 20117,**  
**Melbourne VIC 3001**

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

# D Declaration

I declare that:

- the information I have provided on this form is true and correct;
- I have read and understood the **PSSap/ADF Super Product Disclosure Statement (PDS)**; and
- I am eligible to make a personal (after-tax) contribution, or my spouse is eligible for a spouse contribution, as outlined in **Section B**.

FULL NAME



Sign

SIGNATURE

Date signed

D	D	/	M	M	/	Y	Y	Y	Y
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# E Submit your form

Please post or email (if not sending a cheque) this form to:

**PSSap**  
Locked Bag 20117,  
Melbourne VIC 3001  
formsandapplications@pssap.com.au

**ADF Super**  
Locked Bag 20116,  
Melbourne VIC 3001  
formsandapplications@adfsuper.gov.au

## We're here to help



If you have any questions or need help filling out this form, we're available to chat between 8:30am – 6:00pm, Monday to Friday.



**Public Sector  
Superannuation  
accumulation plan**

**EMAIL** members@pssap.com.au  
**PHONE** 1300 725 171  
**FAX** 1300 364 144  
**OVERSEAS  
NUMBER** +61 2 4209 5403  
**WEB** csc.gov.au



**Australian  
Defence Force  
Superannuation**

**EMAIL** members@adfsuper.gov.au  
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End form