



After reading the *TTR Income Product Disclosure Statement (PDS)*, please complete in pen using CAPITAL letters. Print (X) to mark boxes. This form must be completed in full. Read the Privacy Collection Statement at australiansuper.com/CollectionStatement to see how AustralianSuper uses your personal information. If you're below age 60, complete the *Tax File Number declaration* form and return it with this form. You can also complete this form online at australiansuper.com/join

1 Your personal and contact details

Last name Mr Mrs Ms Miss Dr

First name/s

Date of birth Male Female

Street address

Suburb/Town State Postcode

Postal address (if different to street address)

Suburb/Town State Postcode

Home telephone Other telephone (eg business) Mobile

Email

2 Have you finalised your tax deductions?

Have you finalised any tax deductions you intend to claim for your personal super contributions?

- Not applicable** *(go to step 3)* **Yes** *(go to step 3)* **No** You must ensure you **have received confirmation** that the tax deduction is finalised and processed before you transfer your super to your Choice Income account. To get a claim form or find out more, go to australiansuper.com/TaxDeduction

3 Do you qualify?

- a) Have you reached 60 years of age, are still working, and want to start transitioning to retirement?
 Yes *(go to step 4)*
 No *(go to step 3b)*
- b) If you are aged 60 or over and retired, stopped working for an employer after turning 60, or turned 65, you'll need to open a Choice Income account. Go to australiansuper.com/join or view the Product Disclosure Statement at australiansuper.com/pds

If none of the above options apply to you, you may still be able to open an account – call **1300 300 273** for help.

4 Are you opening your account with funds from your AustralianSuper account?

Do you want to transfer super from your AustralianSuper account/s to open a TTR Income account? You'll need to transfer a minimum of \$25,000 to open an account.

Yes (go to step 4a) **No** (go to step 5)

Please fill in details for each AustralianSuper account

a) Your existing AustralianSuper member number	b) Do you want to transfer your entire balance?	c) How much money do you want to leave in your AustralianSuper super account? ^{1,2}	d) Do you want to transfer a nominated amount to your TTR Income account? ^{1,2}
Account 1: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/> Yes ³ (go to step 5) <input checked="" type="checkbox"/> No (go to either step 4c or 4d)	<input checked="" type="checkbox"/> \$6,000 <input checked="" type="checkbox"/> Other amount \$ <input type="text"/>	\$ <input type="text"/>
Account 2: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/> Yes ³ (go to step 5) <input checked="" type="checkbox"/> No (go to either step 4c or 4d)	<input checked="" type="checkbox"/> \$6,000 <input checked="" type="checkbox"/> Other amount \$ <input type="text"/>	\$ <input type="text"/>
Account 3: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/> Yes ³ (go to step 5) <input checked="" type="checkbox"/> No (go to either step 4c or 4d)	<input checked="" type="checkbox"/> \$6,000 <input checked="" type="checkbox"/> Other amount \$ <input type="text"/>	\$ <input type="text"/>

¹ When transferring from an AustralianSuper super account to open a TTR Income account, you'll need to leave a minimum balance of \$6,000 in your super account for it to remain open.
² If you want to keep your insurance cover you'll need to have enough money in your super account to pay for it. To understand how to maintain cover, read our *Insurance in your super* guide for your division at australiansuper.com/InsuranceGuide
³ This will close your existing AustralianSuper account. Any insurance cover you have with this account will cease.

5 Are you opening an account with super from another fund?

If you have more than one fund to roll into AustralianSuper, you must complete a *Combine your super into AustralianSuper* form for each additional fund you wish to roll over. This form is available online under the 'Retirement' tab at australiansuper.com/forms You'll need to transfer a minimum of \$25,000 to open a TTR account. You can't add money to your account once you've opened it, so it's a good idea to combine first. We only invest all of your money together at the one time. This means there'll be no investment returns until we receive all your rollovers to set up your TTR Income account.

a) Provide your fund's details

FROM:

Other super fund

Fund name

Fund phone number Member or account number

Australian Business Number (ABN) Unique Superannuation Identifier (USI)

Amount to transfer (choose one only) Whole balance Partial amount of \$, , .

Self-managed super fund (SMSF)

SMSF name Australian Business Number (ABN)

Electronic Service Address (ESA)

Amount to transfer (choose one only) Whole balance Partial amount of \$, , .

TO: Fund name Fund phone number Member number (if known)

Australian Business Number (ABN) Unique Superannuation Identifier (USI)

5 Are you opening an account with super from another fund? (continued)

Important information

1. If you're transferring the whole balance of your other super accounts, this means you're asking us to close your other super accounts.
2. Remember to check if your old fund charges any fees and that you no longer need the insurance cover provided by your old fund (if any).



b) Provide us with your TFN

To protect your super, you need to prove your identity when you move money between super funds.

If you don't want to give us your TFN, you must complete a *Combine your super into AustralianSuper* form and provide certified copies of your identity documents (ID) for each additional fund you wish to roll over. This form is available under the 'Retirement' tab at australiansuper.com/forms

If you don't provide the right ID correctly certified, it will delay the transfer. For help on providing proof of ID go to australiansuper.com/IDHelp

Use my Tax File Number (TFN) to identify me.

Provide your TFN here

Your TFN is the easiest way to identify you. By giving us your TFN, you are authorising us to give this information to your other super fund. They will confirm your ID with the Australian Tax Office.

Providing your TFN

We're authorised under super law to collect, use and disclose your Tax File Number (TFN). It's optional to provide your TFN, but if we have it, we'll be able to accept all types of contributions from you; you won't pay more tax than you need to and it'll be easier to find your super. If you transfer your super to another fund, we'll give them your TFN unless you tell us not to in writing. Visit australiansuper.com/RefTFN for more details.



6 Provide your bank account details

Name of bank, building society or credit union

BSB number

Account holder's name¹

Account number

You may provide a copy of your bank statement so we can check your details to avoid any payment delays.

¹ This must be a personal account, held solely or jointly in your name.

7 Set up your account using Smart Default (optional)

If you choose to set up your account using Smart Default, this means your investment and payment options are pre-selected:

- you're invested in 12% Cash option and 88% Balanced option,
- you get paid every two weeks, and
- you initially receive at least 6% of your balance each year; as you get older this amount will change.

See page 8 of the *TTR Income PDS* for details.

Do you want to open your account using Smart Default?

- No (go to step 8)
 Yes (go to step 10)

8 Let us know how you want to be paid

Tell us how much and how often you want to receive payments. (If you've already chosen to set up your account using Smart Default in step 7, leave steps 8 and 9 blank and go to step 10.)

Your payments will start on the next available nominated pay date, once your application is fully processed. This can take up to four weeks, or longer in some circumstances. For details on payments see page 33 of the PDS. You can change your payment options at any time by logging into your online account.

a) **When I'd like to receive my payments:** Please choose (X) one option only, and fill in month and choose a start date where applicable.

Fortnightly (next available payment date)

Monthly. Choose one (X) start date: 15th 28th soon as possible (next scheduled payment date)

Quarterly from / Choose one (X) start date: 15th 28th soon as possible (next scheduled payment date)

Half-yearly from / Choose one (X) start date: 15th 28th soon as possible (next scheduled payment date)

Yearly from / Choose one (X) start date: 15th 28th soon as possible (next scheduled payment date)

8 Let us know how you want to be paid (continued)

b) I'd like my payment amount to be: Please choose (X) one option only.

Option 1 (Default): the minimum amount allowed¹.

Option 2: a specific amount² for each payment \$

For this specific amount, how much do you want this payment amount to increase by each year?³
Choose one (X) below

0% (Default) 1% 2% 3% 4% 5% Consumer Price Index (CPI)

Option 3: the maximum amount¹ (10% of your account balance) – pro-rata (proportionate) amount for the first financial year. This means that in your first financial year, you'll receive a proportion of the 10% amount spread over the rest of the year.

For example, if you join halfway through the financial year with an account balance of \$100,000, you'll receive half of the 10% amount (\$5,000) spread over the rest of that year.

Option 4: the maximum amount¹ (10% of your account balance) – full amount for the first financial year. This means that in your first financial year, you'll receive the full 10% amount spread over the rest of the year.

For example, if you join halfway through the financial year with an account balance of \$100,000, you'll receive the full 10% amount (\$10,000) spread over the rest of that year.

¹ By law, there is a minimum limit and a maximum limit on the payment amount you can withdraw from your account balance each year, and this varies with your age. Your limits are determined by the actual amount rolled into your account, and are recalculated every year based on your balance on 1 July. For details see page 32 of the PDS. You'll be paid the minimum amount as the default option if the boxes above are not ticked. The minimum payment amount will also be pro-rata (proportionate) by default in the first financial year. This means that in your first financial year, you'll receive a proportion of the minimum annual amount spread over the rest of that first financial year.

² Your chosen payment amount must be between your minimum and maximum limits for that year. If you choose an amount that is smaller than the minimum or more than the maximum, we'll contact you.

³ If no relevant box is selected for an annual increase in payment amount, the default option is 0%.

9 Choose your investments and where to draw payments from

(If you've already chosen to set up your account using Smart Default in step 7, leave steps 8 and 9 blank and go to step 10.)
Select one (X) of the three options below:

I would like my current superannuation investment strategy to be transferred to my TTR Income account⁴ (go to step 10).

I would like to set up the default investment strategy – Balanced option.

I would like to set up a new investment strategy for this account.

This means choosing my investment options and where I would like my income payments and fees to be drawn from. Follow the steps below:

a) Fill in the percentage you want to invest in each option, in Column A of the table provided. If no options are selected, the default investment option will be the Balanced option.

b) Next, choose where you want your payments and fees taken from – select one option only. If you don't make a choice, your payments will be drawn from the Highest balance option.

Option 1: Highest balance (default) – take payments from the investment option with the highest balance.

Option 2: Pro-rata – take payments from each investment option in proportion to the balance in each option.

Option 3: Payment order – take payments in the order I choose. Fill in Column B of the table provided, by numbering in order only those investment options you've chosen.

Investment option	Column A: % to invest in	Column B: Payment order (for Option 3 only)
PreMixed options		
High Growth	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
Socially Aware	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
Indexed Diversified	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
Conservative Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
Stable	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
DIY Mix options		
Australian Shares	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
International Shares	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
Diversified Fixed Interest	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
Cash	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="checkbox"/>
TOTAL MUST ADD UP TO 100%	<input type="text"/> <input type="text"/> <input type="text"/> %	

⁴ If you have Member Direct holdings in your super account, you can't transfer them into your TTR Income account. Member Direct holdings can only be transferred to a Choice Income account. For details visit australiansuper.com/MemberDirect

10 Nominate beneficiaries

You can choose only (X) one of three options when deciding what happens to your money when you die:

- **Reversionary nomination** – You nominate a person who will receive your account balance as a regular income. Conditions apply for who you can nominate. For details see page 29 of the *TTR Income PDS*.
- **Binding nomination** – You provide formal written direction to AustralianSuper to tell us who you want your account balance paid to. If valid, your nomination is legally binding.
- **Non-binding nomination** – You nominate who you'd prefer your account to be paid to. This nomination is not legally binding.

For details on nominating beneficiaries, see page 29 of the *TTR Income PDS*.

Please choose (X) one option only.

Option 1: Reversionary nomination

Conditions apply for who you can nominate as a reversionary beneficiary. For details on their eligibility see page 29 of the *TTR Income PDS*.

Last name

Mr

Mrs

Ms

Miss

Dr

First name/s

Relationship to you

Date of birth

It's important to note that in some cases making a reversionary nomination may impact your Centrelink benefits.

Contact the Department of Social Services at dss.gov.au if you have questions regarding your Centrelink entitlements.

Option 2: Binding nomination

Please complete the *Binding death benefit nomination (for retirement income accounts)* form, available online at australiansuper.com/beneficiaries and attach it to this application. Leave the rest of this section of the form blank, and go to step 11 or step 12.

Option 3: Non-binding nomination

Please use the two decimal point spaces provided for the benefit percentages (% of benefit) section to add up to 100.00%.

Full name	Relationship	Residential address	% of benefit
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant <input type="checkbox"/> Financial dependant ¹ <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> . <input type="text"/> <input type="text"/> %
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant <input type="checkbox"/> Financial dependant ¹ <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> . <input type="text"/> <input type="text"/> %
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant <input type="checkbox"/> Financial dependant ¹ <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> . <input type="text"/> <input type="text"/> %
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant <input type="checkbox"/> Financial dependant ¹ <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> . <input type="text"/> <input type="text"/> %
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant <input type="checkbox"/> Financial dependant ¹ <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> . <input type="text"/> <input type="text"/> %
<input checked="" type="checkbox"/> Mark (X) this box if you've attached a separate sheet because there wasn't enough space here.		TOTAL MUST ADD UP TO 100.00%	<input type="text"/> . <input type="text"/> <input type="text"/> %

¹ As defined by Superannuation law.

11 Give your financial adviser access to your account details

If you have a financial adviser, you can give them and their staff access to your TTR Income account below. If not, go to step 12.

If you have previously granted a financial adviser access to your account details, providing details of a new adviser here will remove access for the previous adviser.

Full name of financial adviser³

Name of business

Adviser email address³

Telephone

Licensee AFSL number

ASIC Financial adviser representative number³

³ Mandatory fields

12 Provide proof of your identity

Please complete (X) one of the options below.

Option 1: I want to use electronic verification, and I've provided my identification details for TWO of the following documents listed below.

I confirm that the information I have provided is current and accurate, and I consent to AustralianSuper using my name, residential address and date of birth to verify my identity via the Green ID Edentiti service provided by Vix Verify, illion, Experian and SuperChoice. I understand that my personal information will be managed in accordance with these service providers' respective privacy policies, and that my consent is required under the Anti-Money Laundering and Counter-Terrorism Act 2006.

I understand that my information will be subject to an information match request in relation to relevant official record holder information and a corresponding information match result will be provided via the use of third-party systems.

Fill out any TWO of the following.

1. Full name as appears on my Medicare card			
My Medicare number is		Valid to	My reference number on this card is
		M M Y Y Y Y	
2. Full name as appears on my driver licence			
Licence number	Card number ¹	¹ Visit australiansuper.com/IDHelp to find the card number on your driver licence.	
State of issue	Expiry date		
	D D M M Y Y Y Y		
3. My Australian passport number is		Place of birth (as shown on your passport)	
Country of birth (not shown on your passport)			
Family name at birth (not shown on your passport)			

Option 2: I want to attach certified paper copies of my documentation

I have attached correctly certified photocopies of my original driver licence, passport or government-issued proof of age card AND a bill or bank statement issued within the last three months. Please note that each page of your photocopied documents must have been certified within the last 6 months. For instructions on how to get your document correctly certified and who can do this, please go to australiansuper.com/IDHelp

I also consent to using electronic verification if my paper documentation has been incorrectly certified or can't be read, and I've provided my identification details for TWO of the documents listed above.

13 Sign this form

In making this application:

- I declare that I have read and understood the TTR Income Product Disclosure Statement available at australiansuper.com/pds
- I have read the Privacy Collection Statement and I understand how AustralianSuper will use my personal information. AustralianSuper's Privacy Collection Statement is in the PDS and online at australiansuper.com/CollectionStatement To the best of my knowledge, the information I have provided on this form is correct.
- I confirm I am either an Australian citizen/permanent resident, a New Zealand citizen or I hold an eligible retirement visa (subclass 405 or 410).
- By providing my email address and/or mobile number, I acknowledge and agree that, where possible, AustralianSuper will provide the following information to me digitally:
 - important legal disclosures (including annual statements, significant event notices and transaction confirmations);
 - other information about AustralianSuper's products and services; and
 - marketing communications, including about third-party products and services.
- If important legal disclosures are made available on my account online, the AustralianSuper website or the AustralianSuper Mobile App, I agree that AustralianSuper will notify me of this by email or SMS where required. I understand that I can change my communication preferences at any time by calling AustralianSuper on **1300 300 273** or through the Communication preferences section of my account online or the Manage preferences section of the AustralianSuper Mobile App
- I understand that the personal information I have provided will be used to open my account. I can read the full details on the collection and use of personal information at australiansuper.com/privacy.
- I acknowledge that my account will be set up based on the choices I've made in this application.

Sign here

Date

Print full name



Please return this completed form to AustralianSuper, Locked Bag 6, CARLTON SOUTH VIC 3053
Questions? Call **1300 300 273** or visit australiansuper.com/retirement



Tax file number declaration

This declaration is NOT an application for a tax file number.

- Use a black or blue pen and print clearly in BLOCK LETTERS.
- Print X in the appropriate boxes.
- Read all the instructions including the privacy statement before you complete this declaration.

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

For more information, see question 1 on page 2 of the instructions.

OR I have made a separate application/enquiry to the ATO for a new or existing TFN.

OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

2 What is your name? Title: Mr Mrs Miss Ms

Surname or family name

First given name

Other given names

3 What is your home address in Australia?

Suburb/town/locality

State/territory Postcode

4 If you have changed your name since you last dealt with the ATO, provide your previous family name.

5 What is your primary e-mail address?

6 What is your date of birth? Day / Month / Year

/ /

7 On what basis are you paid? (select only one)

Full-time employment Part-time employment Labour hire Superannuation or annuity income stream Casual employment

8 Are you: (select only one)

An Australian resident for tax purposes A foreign resident for tax purposes OR A working holiday maker

9 Do you want to claim the tax-free threshold from this payer?

Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.
Yes No Answer no here if you are a foreign resident or working holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

10 Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?

Yes Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. No

DECLARATION by payee: I declare that the information I have given is true and correct.

Signature Date Day / Month / Year / /

There are penalties for deliberately making a false or misleading statement.

Once section A is completed and signed, give it to your payer to complete section B.

Section B: To be completed by the PAYER (if you are not lodging online)

1 What is your Australian business number (ABN) or withholding payer number? Branch number (if applicable)

65 714 394 898

2 If you don't have an ABN or withholding payer number, have you applied for one? Yes No

3 What is your legal name or registered business name (or your individual name if not in business)?

A U S T R A L I A N S U P E R

4 What is your business address?

L E V E L 3 0

1 3 0 L O N S D A L E S T R E E T

Suburb/town/locality
M E L B O U R N E

State/territory Postcode
V I C 3 0 0 0

5 What is your primary e-mail address?

6 Who is your contact person?

Business phone number

7 If you no longer make payments to this payee, print X in this box.

DECLARATION by payer: I declare that the information I have given is true and correct.

Signature of payer Date Day / Month / Year / /

There are penalties for deliberately making a false or misleading statement.

Return the completed original ATO copy to:
AustralianSuper
Locked Bag 6,
CARLTON SOUTH VIC 3053

IMPORTANT
See next page for:
■ payer obligations
■ lodging online.

Payer information

The following information will help you comply with your pay as you go (PAYG) withholding obligations.

Is your employee entitled to work in Australia?

It is a criminal offence to knowingly or recklessly allow someone to work, or to refer someone for work, where that person is from overseas and is either in Australia illegally or is working in breach of their visa conditions.

People or companies convicted of these offences may face fines and/or imprisonment. To avoid penalties, ensure your prospective employee has a valid visa to work in Australia before you employ them. For more information and to check a visa holder's status online, visit the Department of Home Affairs website at homeaffairs.gov.au

Is your payee working under a working holiday visa (subclass 417) or a work and holiday visa (subclass 462)?

Employers of workers under these two types of visa need to register with the ATO, see ato.gov.au/whmreg

For the tax table "working holiday maker" visit our website at ato.gov.au/taxtables

Payer obligations

If you withhold amounts from payments, or are likely to withhold amounts, the payee may give you this form with section A completed. A TFN declaration applies to payments made after the declaration is provided to you. The information provided on this form is used to determine the amount of tax to be withheld from payments based on the PAYG withholding tax tables we publish. If the payee gives you another declaration, it overrides any previous declarations.

Has your payee advised you that they have applied for a TFN, or enquired about their existing TFN?

Where the payee indicates at question 1 on this form that they have applied for an individual TFN, or enquired about their existing TFN, they have 28 days to give you their TFN. **You must withhold tax for 28 days at the standard rate according to the PAYG withholding tax tables.** After 28 days, if the payee has not given you their TFN, you must then withhold the top rate of tax from future payments, unless we tell you not to.

If your payee has not given you a completed form you must:

- notify us within 14 days of the start of the withholding obligation by completing as much of the payee section of the form as you can. Print 'PAYER' in the payee declaration and lodge the form – see 'Lodging the form'.
- withhold the top rate of tax from any payment to that payee.


 For a full list of tax tables, visit our website at ato.gov.au/taxtables

Lodging the form

You need to lodge TFN declarations with us within 14 days after the form is either signed by the payee or completed by you (if not provided by the payee). **You need to retain a copy of the form for your records.** For information about storage and disposal, see below.

You may lodge the information:

- **online** – lodge your TFN declaration reports using software that complies with our specifications. There is no need to complete section B of each form as the payer information is supplied by your software.
- **by paper** – complete section B and send the original to us within 14 days.

 For more information about lodging your TFN declaration report online, visit our website at ato.gov.au/lodgetfndeclaration

Provision of payee's TFN to the payee's super fund

If you make a super contribution for your payee, you need to give your payee's TFN to their super fund on the day of contribution, or if the payee has not yet quoted their TFN, within 14 days of receiving this form from your payee.

Storing and disposing of TFN declarations

The TFN Rule issued under the *Privacy Act 1988* requires a TFN recipient to use secure methods when storing and disposing of TFN information. You may store a paper copy of the signed form or electronic files of scanned forms. Scanned forms must be clear and not altered in any way.

If a payee:

- submits a new *TFN declaration* (NAT 3092), you must retain a copy of the earlier form for the current and following financial year.
- has not received payments from you for 12 months, you must retain a copy of the last completed form for the current and following financial year.

Penalties

You may incur a penalty if you do not:

- lodge TFN declarations with us
- keep a copy of completed TFN declarations for your records
- provide the payee's TFN to their super fund where the payee quoted their TFN to you.