

Employer refund of contributions

Complete this form if you've made contributions in error for a member and are applying to have these contributions refunded. Note: if any part of the form is incomplete, there may be a delay in processing your application to refund the contributions.

Please complete in pen using CAPITAL letters and print to mark boxes.

! Please complete a separate form for each member.

1. BUSINESS DETAILS

Business name

Australian Business Number (ABN) Employer number

Daytime contact number

Authorised contact name

2. CONTRIBUTION DETAILS

Member name

Member number Date of birth

Date of initial contribution Amount of initial contribution \$

Correct contribution amount \$ Amount to be refunded \$

Contribution period end date (DD/MM/YYYY)	SG amount (\$)	Member voluntary amount (\$)	Salary sacrifice amount (\$)	Employer additional amount (\$)	TOTAL (\$)	Refund reason code (see below)	Please provide details of the administrative error

- Refund reason codes**
- 1 The contribution was paid on behalf of the wrong employee.
 - 2 The contribution was paid to the wrong fund.
 - 3 The contribution was overpaid.
 - 4 The member has a stapled fund.
 - 5 Other – please provide further details in the comments section above.

3. PAYMENT INSTRUCTIONS

Account name (business bank account name)

Name of bank/financial institution

Branch

BSB number

Account number

Date

Email address (for refund confirmation)

4. MEMBER AUTHORISATION (ONLY required if contribution was received in the previous financial year)

I am the member referred to in this application (set out in Section 2) and I authorise the amount to be deducted from my AustralianSuper account.

Sign here



Date

5. BUSINESS DECLARATION

I, (PRINT your full name)

On behalf of (PRINT name of employer)

Declare that I have read and understood all **Business Acknowledgements** below.

- I confirm that I have the capacity and authority to request this refund and to sign this declaration on the business' behalf.
- I also acknowledge that if the work involved exceeds 7.5 hours, charges may apply.
- I have read and understood the AustralianSuper privacy policy.

Sign here



Date

Privacy Collection Statement

Please read this Privacy Collection Statement to see how AustralianSuper uses your personal information.

AustralianSuper Pty Ltd (ABN 94 006 457 987) of GPO Box 1901, Melbourne, Victoria 3001, collects your personal information (PI) to operate your super account (including insurance), improve our products and services and keep you informed. If we can't collect your PI we may not be able to provide these services. PI is collected from you but sometimes from third parties like your employer. We will only share your PI where necessary to perform our activities with our administrator (Australian Administration Services Pty Ltd, Link Group), service providers, as required by law or court/tribunal order, or with your permission. Your PI may be accessed overseas by some of our service providers. A list of countries can be found at the URL below. Our Privacy Policy details how to access and change your PI, as well as the privacy complaints process. For complete details on the above go to australiansuper.com/privacy or call us on 1300 300 273.