

## Compulsory Contributions

This form is to be used to nominate or change the basis of your compulsory member contributions if you are a Contributory Accumulation category member.

If you wish to change your voluntary contribution arrangements, please complete the *Voluntary Contributions form*.

If you wish to make a one-off contribution, please complete the *Deposit form*.

**Please complete and sign this form and return to your PAYROLL OFFICE – do not return to Maritime Super**

### Your Personal Details

Member Number

Payroll Number

Surname

Given Names

Employer Name

### Contribution Details

Please indicate the basis upon which you would like to make your compulsory contributions to Maritime Super by ticking (✓) the appropriate option:

on an after-tax basis; OR

on a before-tax (salary sacrifice) basis

Under the rules of Maritime Super, member contributions should be made at:

- 5.88% of Fund Benchmark Salary if made on a before-tax (i.e. salary sacrifice) basis; OR
- 5.0% if made on an after-tax basis

You may need to make contributions at a higher rate or on a higher salary under your workplace agreement. Ask your payroll office whether this applies to you.

### Member's Declaration

I instruct my employer to deduct amounts from my before or after-tax earnings in accordance with this instruction, the rules of Maritime Super and my workplace agreement and remit the amount(s) to Maritime Super.

Member's Signature

Date

**EMPLOYERS: PLEASE REFER TO THE EMPLOYER INSTRUCTIONS OVERLEAF.**

## Employer instructions

Contributions can be sent by cheque or deposit as follows:

Name of Institution	National Australia Bank
Account Name	Maritime Super
BSB	083 001
Account Number	57 954 3660

When depositing monies directly to our bank account, it is important that you reference the deposit with details to enable us to match it to your paperwork.

- **If you are using internet banking**, insert your company's name and Employer ID in the 'Reference to' field.
- **If depositing directly at a branch**, take the time to see the teller and provide this instruction.
- **If you are using a cheque deposit envelope or a National Australia Bank deposit slip**, in the 'Reference' field insert your company's Employer ID, plus the first twelve (12) letters of your company's name.

In each case, you must also send us information to enable us to allocate the contribution to your employee members that **same day**. We would prefer you provide this information in electronic format (including in something as simple as a text or Excel file), which will minimise any delays in allocating amounts to employee member accounts. Electronic files should be sent to us at [info@maritimesuper.com.au](mailto:info@maritimesuper.com.au).

## Basic information we require

### 1. Information about your company

The following information about your company and the total contribution:

- name of company
- contact person and phone number
- contribution period
- contribution types and totals; and
- total amount paid, payment method and date of payment.

### 2. Information about employee members and contribution type(s)

It is important that we can easily match the member with the contribution and therefore the contribution remittance advice should identify the member by:

- their full name
- their Maritime Super Member Number
- their date of birth
- contributory weeks (for Contributory Accumulation members only)
- the amount of the contribution and contribution type, split between the following:
  - member (after-tax)
  - member (salary sacrifice)
  - employer (except insurance premium for any automatic salary continuance insurance); and
  - insurance premium.

Where an employee makes a contribution to another member's account (e.g. a spouse), the name and Member Number of the member to receive the contribution must be quoted on the contribution remittance advice and you must note whether the contribution is made by his/her spouse or parent or by another person. If your contribution remittance advice does not allow you to provide this additional information, you may provide a standing instruction to the Trustee in respect of contributions for the member. Call Member Services to find out how.

All contribution remittances should be sent under signature of an authorised officer.

## Need help?

If you have any questions about contributing to Maritime Super, contact Member Services on 1800 757 607.