

Compulsory Contributions

This form is to be used to change the basis of your compulsory member contributions if you are a Permanent (Defined Benefits) or Accumulation Plus 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 <input type="text"/>	Membership Category <input type="checkbox"/> Accumulation Plus	<input type="checkbox"/> Permanent (Defined Benefits)	Payroll Number <input type="text"/>
Surname <input type="text"/>	Given Names <input type="text"/>		
Employer Name <input type="text"/>			

Voluntary Contributions

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

Permanent (Defined Benefit) Members

- 4.8% of Classification Base Wage on an after tax basis; OR
- 5.65% of Classification Base Wage on a before-tax (salary sacrifice) basis

Accumulation Plus Members

- 4.0% of Salary or Wages on an after tax basis; OR
- 4.7% of Salary or Wages on a before-tax (salary sacrifice) basis

Please note: if you have applied to the Trustee to temporarily suspend or reduce contributions and the Trustee has agreed to your request, Maritime Super will advise your payroll office of the terms of your contribution arrangement – you will not need to complete this form.

Member's Declaration

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

Member's Signature Date

EMPLOYERS: PLEASE REFER TO THE EMPLOYER INSTRUCTIONS OVERLEAF.

Privacy information and consents

Personal information is collected from or in respect of you to enable Maritime Super to administer your benefits. If you do not supply the required information, we may not be able to do so (and may be unable to action your requests). We may disclose this personal information to a number of parties, such as the administrator of the Fund, Maritime Super's professional advisers, insurer(s) and service providers, as required by law and/or as authorised by you. You may be entitled to gain access to personal information we may have on file in respect of you. If you wish to obtain access or have a complaint, please contact Member Services on 1800 757 607.

Employer instructions

Contributions can be sent by cheque or deposit as follows:

Name of Institution	Commonwealth Bank of Australia
Account Name	Maritime Super
BSB	062 000
Account Number	1006 4581

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, you must attach a separate piece of paper to the cheque and write the words 'Agent number', followed by your company's name and your Employer ID.

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.

Basic information we require

Information about your company

The following information about your company and the total contribution:

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

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
- the amount of contribution and contribution type, split between the following:
 - compulsory member (after-tax)
 - compulsory member (salary sacrifice)
 - compulsory employer (excluding insurance Levy)
 - insurance levy
 - voluntary employer contributions
 - voluntary member (after-tax)
 - voluntary member (salary sacrifice)

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 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.

The insurance levy contribution may be remitted as a single amount for all employee members and does not need to be split between individual employee members.

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.