

Contribution Adjustment/Refund Request

This form should be used by an employer seeking a refund or adjustment to (for the benefit of another member) contributions already paid in respect of a member. Under superannuation law, only contributions made under a 'mistake' can be refunded or adjusted for the benefit of another member.

Complete, sign and return this form by **fax to (03) 9686 0377** or post to Maritime Super, Level 4, 6 Riverside Quay, Southbank VIC 3006.

Employer Details

Employer's Business Name			Maritime Super Employer ID	
Address (if you have recently moved or opened at a new location)			<input type="checkbox"/> Head Office/Registered Address	<input type="checkbox"/> Payroll office
Contact Name (Authorised Officer)		Position		
Email Address		Phone Number		

Contributions to be adjusted/refunded

Detail the contribution(s) you request to be refunded or allocated for the benefit of another employee member. If the amounts are to be allocated for the benefit of another member, the adjustment can be noted on your contribution remittance advice.

Pay Period End	Member Number	Member's Name	Date of Birth	Amount
/ /			/ /	\$
/ /			/ /	\$
/ /			/ /	\$
/ /			/ /	\$

Detail the 'mistake' made and the reason you require the refund/reallocation of the contribution.

Indicate whether the amounts are to be refunded or are for the benefit of another employee member:

Refunded by cheque made payable to the employer

OR

Reallocated for the benefit of another member (as indicated on the contribution remittance advice)

Employer's Declaration and Authorisation

I/We confirm that the contributions detailed above were made by mistake by the employer to Maritime Super. I/We confirm that the information provided in this form is true and correct. I/We request the Trustee of Maritime Super refund or adjust the contribution (as noted).

Authorised Officer's Signature	<input type="text"/>	Name	<input type="text"/>
		Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Privacy information and consents

Personal information is collected from or in respect of you to enable Maritime Super to administer your (or your employees') 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.