

## Forms for Non-participating Employers - Seafarers division

When you need to ...	Complete the ...	
<b>Advise a change in payroll staff or management</b>	Authorised Officers form	When you have changes in payroll (or other) staff who deal with Maritime Super, you can advise us of the changes on our Authorised Officers form. Authorised officers can advise termination or change of employment for your employees and deal with the staff at Maritime Super on a day-to-day basis.
<b>Correct a mistake in a contribution remittance</b>	Contribution Adjustment/ Refund Request	<p>Superannuation preservation laws mean that the Trustee can only refund a contribution if it was made by 'mistake'. If you make a mistake in a contribution you send us and would like to request a refund or reallocate a contribution to another member, you must outline your mistake for the Trustee's consideration before the contribution can be refunded or reallocated. Use this form to detail your request.</p> <p>Please note that if the contribution you are seeking to be refunded has been included on a Statement or confirmation sent to the member, we will first notify the member and allow them 30 days to discuss any issue with you before we refund the amount.</p>
<b>When an employee terminates or changes employment, or chooses another super fund</b>	Termination/Change of Employment Advice	When an employee stops working for you or chooses another super fund for their SG contributions (and you will no longer contribute to Maritime Super for them), you need to let Maritime Super know.
<b>Make a payment</b>	Deposit form	<p>Complete the Deposit form if you or your employee(s) wish to make a payment, deposit or EFT the amount to Maritime Super's bank account or send us a cheque.</p> <p>In each case, please complete the Deposit form with details of the payment and return it to Maritime Super.</p>
<b>Allow an employee to make, increase or amend voluntary contributions</b>	Voluntary Contributions form	<p>If you would like to offer your employee members the option to contribute to Maritime Super under a salary sacrifice arrangement or to make regular contributions to their own (or another member's) account, you can use this form to collect their instructions.</p> <p>Completed forms should be retained by you for your records and not returned to Maritime Super.</p>

### Other changes to employee or company details

Please keep us informed of other changes to your employees' details, so we can ensure that we keep in contact with them.

It's also important to let us know if any of your company details change – for example, you begin operating at a new location, change your business name or restructure.

### Need help or additional copies of the forms?

Contact Member Services on 1800 757 607.