

# Make salary sacrifice contributions through your employer



**i** Please use this form to commence, change or cancel salary sacrifice contributions via your Employer.

Select (X) one:

- ☐ Commence Salary Sacrifice  
☐ Change Salary Sacrifice Amount  
☐ Cancel Salary Sacrifice

There are limits to how much you can contribute to your super. Contributions that exceed these limits may attract additional tax. For more information, please refer to the *Aware Super Future Saver Product Disclosure Statement* (PDS) and *Handbooks* at [aware.com.au/pds](http://aware.com.au/pds) or seek personal advice about your situation.

**i** \* Indicates that providing this information is mandatory. Not doing so may delay the processing of your application.

## Step 1: Your personal details

First name\*

Middle name

Last name\*

Mobile number\*

Daytime contact number

Date of birth\* (DD-MM-YYYY)

Payroll ID (if known)

Email (Providing a personal email address rather than a work email address ensures we can contact you even if you change employers.)

By providing my email address I'm consenting to receive communications from Aware Super digitally as appropriate and in accordance with Aware Super's Privacy Policy. I understand I can change my communication preferences at any time by logging into Member Online or calling Aware Super on **1300 650 873**. (The above is not applicable for defined benefit accounts as correspondence notifications for these accounts will not be sent via email and you will not be able to view any correspondence items or account information specific to defined benefits online).

## Step 2: Your Aware member details

I wish to make salary sacrifice contributions into the following account:

Account number

Fund name

Unique Superannuation Identification number (USI)

Australian Business Number (ABN)

### Step 3: Commence or change salary sacrifice contributions

- Complete this section to start making or change your current level of salary sacrifice contributions.
- Salary sacrifice contributions can include regular salary, bonuses and allowances.
- Salary sacrifice arrangements can only be made if your employer agrees in writing before you become entitled to the amount you intend to contribute.
- Your employer will deduct these **contributions from your pay before tax is deducted**.

**Commence** salary sacrifice contributions. Specify amount to be deducted each pay period:

\$       or     % of salary (before tax)

**Change** salary sacrifice contributions. Specify new amount to be deducted each pay period:

\$       or     % of salary (before tax)



Do not send this form to Aware Super – give this form to your employer.

### Step 4: Declaration and sign

**I declare that:**

- I authorise the deduction of the amount shown in Step 3 from my pay on a regular basis.
- I authorise my employer to forward my contributions to my Aware Super account.
- I have read, understood and accept the Aware Super privacy policy.
- I understand that this request remains in force until I advise my employer in writing of any change.
- I understand that this request will take effect from the next pay day as determined by my employer.

Signature\*

Date signed\* (DD-MM-YYYY)



Please sign and date form here.

Include your payroll ID if known

We are committed to protecting your privacy and the personal information you provide to us. How we collect, use, hold and disclose personal information is detailed in our Privacy Policy, available at [aware.com.au/privacy](https://www.aware.com.au/privacy) OR by calling **1300 650 873**.

### Employer use only

Date received (DD-MM-YYYY)

Effective pay date (DD-MM-YYYY) (pay date instruction takes effect)

Signature\*

Date signed\* (DD-MM-YYYY)

Name

Employer name