

Queensland Government Request Form - Superannuation Amendment



The Queensland Government strongly recommends that Financial Advice is obtained prior to entering into a Salary Packaging Agreement.

> Who can apply?

Queensland Government employees who wish to change their additional superannuation contributions.

Applications and requests could take 1-2 pay cycles to take effect.

For more information, read the appropriate booklets and factsheets at qld.smartsalary.com.au/fact-sheet-library.

> How does it work?



Step 1.

Complete the request form



Step 2.

Email all documents to
customersupport@
smartsalary.com.au



Step 3.

We'll advise your payroll
team to process your
superannuation changes



Step 4.

You will receive confirmation
that your request has been
processed

> Checklist

Follow this simple checklist to make sure your request is correct and can be processed quickly.

- ✓ **Have an active Smartsalary salary packaging account**
- ✓ Read the appropriate **Booklets and Fact Sheets** on the website qld.smartsalary.com.au/fact-sheet-library.
- ✓ **Signed page 5** and returned all pages of the **Superannuation Amendment Request Form**.
- ✓ Read the **terms and conditions**, visit qld.smartsalary.com.au.

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> How to fill and sign this form

With a digital signature

1. Check that you have Adobe Acrobat PDF Reader to complete this form or download Adobe Acrobat PDF Reader.

> Click here to install: <https://get.adobe.com/reader/>

2. Download the Smartsalary form onto your desktop computer.
3. Fill in the details by typing into the field boxes and save the completed form.
4. Click the signature field to create and add your digital signature to the form.
5. Save and attach all pages.
6. Add any supporting documents.
7. Email the form to Smartsalary for processing.

Without a digital signature

1. Download the Smartsalary form onto your desktop computer.
2. Fill in the details by typing into the field boxes and save the completed form.
3. Print your form and sign the relevant pages.
4. Scan and attach all pages.
5. Add any supporting documents.
6. Email the form to Smartsalary for processing.

Important

- > Submit [all pages and supporting documents](#) to customersupport@smartsalary.com.au.
- > Forms cannot be processed without a signed declaration.

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Alternatively, mail to:
Smartsalary Pty Ltd
QLD-GOV Applications
GPO Box 4244
Sydney NSW 2001

Section B - Changing your superannuation contributions

Option 3. State Accounts

I am a member of the State account and QSuper has informed me that my contribution rate is _____ %

Important: You must contact QSuper to obtain the correct contributions rate as the contribution rates differ on an individual basis. The rate must be the rate provided to you in writing by QSuper.

Option 4. Cessation of Superannuation

I am a member of the State account and QSuper has informed me that my contribution rate is _____ %

Important: Smartsalary will cease all pre-tax superannuation which in turn should cease all super deductions. It is your responsibility to check your payslip and if any post-tax deductions appear contact your payroll. If you would like to continue post-tax deductions contact your payroll team.

Option 5. Additional Voluntary Contributions

If you do not wish to change your additional voluntary contributions, please leave this blank.

My new voluntary contribution per fortnight should be _____ \$

Note: You must contact QSuper to obtain the correct contributions rate as the contribution rates differ on an individual basis. The rate must be the rate provided to you in writing by QSuper. Your voluntary contributions must be to the same fund as your standard contributions.

Option 6. Choice of Super Fund

Standard Rate _____ 5%

Superannuation provider name _____

Have you provided your 'Choice of Super' Form to your payroll provider? (You can get this form from them)

Yes

No

Note: You must submit your 'Choice of Super' Form to your payroll before submitting this form to Smartsalary.

Section C - Payment details

Select only one option to indicate when these superannuation revisions should take effect.

As soon as possible

From pay date

Note: Every effort is made to meet date requests, however due to payroll processing and reporting schedules the pay date nominated for commencement of the amendment cannot be guaranteed.

Privacy notice

The salary packaging administrator is collecting your personal information on this form for the purpose of processing your salary packaging agreements. The salary packaging administrator will pass your personal information on to your agency's payroll section as part of the administration of your salary packaging agreements, Queensland Government Procurement in relation to the management of the salary packaging arrangement, and Queensland Treasury for auditing purposes. Your personal information will not be used for any other purpose or disclosed to any other third party, without your consent, unless authorised or required by law.

qld.smartsalary.com.au

Smartsalary Pty Ltd ACN 096 796 100 | GPO Box 4244, Sydney NSW 2001
Tel: 1300 218 598 | Email: customersupport@smartsalary.com.au

Queensland Government Request Form - Superannuation Amendment V0.4

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Section D - Supporting documentation

Please attach the following documentation to this form when submitting to Smartsalary:

Required supporting documentation for this claim (e.g. for State Account only - written notification from QSuper of the correct rate)

Section E - Employee declaration

I hereby declare that:

- Any information I have provided in relation to this form, including information provided in supporting documents and communications to Smartsalary Staff (both written and verbal) is true, correct and complete to the best of my knowledge;
- I have read and understand the Salary Packaging Information Booklet and the relevant Fact Sheet available on the Smartsalary website;
- The attached invoice/s and/or receipt/s are for expenses incurred by me and have not and will not be claimed by me for any other tax deductible purpose and are budgeted for within my Salary Packaging Agreement;
- I have read, understand and agree to comply with Smartsalary Salary Packaging Terms and Conditions;
- I authorise Smartsalary to alter my deductions in accordance with the requirements of my salary packaging arrangement;
- I may sign my name physically or by using a certified electronic signature that verifies the date and time that I applied my electronic signature. By doing so, I consent to the terms and conditions applicable to this application;
- I understand that any work expenses reimbursed through salary packaging are not deductible in my personal income tax return; and
- Payments and/or reimbursements can only occur after sufficient funds have been deducted from my salary for the relevant benefit item.

Direct debit request declaration:

- I have read and understand the Direct Debit Service Agreement available on the Smartsalary website;
- I understand that upon cessation of my salary packaging account any amounts owed by me in relation to my salary package that has not been collected from my pay must be paid directly by me; and
- I hereby authorise Smartsalary (User ID 373142) to direct debit the bank account held by Smartsalary as my Personal Bank Account should there be amounts owing by me, in accordance with Smartsalary Terms and Conditions.

Signature _____

(Click to insert digital signature)

Date: _____



Important: This section must be signed otherwise your request will not be processed.

Section F - Queensland Government declaration

I acknowledge that the Queensland Government strongly recommends that I obtain independent financial advice prior to entering into, or changing the terms of, a salary packaging arrangement.

Signature _____

(Click to insert digital signature)

Date: _____



Important: This section must be signed otherwise your request will not be processed.

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