

# Choice of super fund: standard choice form

Complete this form if you are an:

- employer with employees who wish to choose a super fund, OR
- an employee who wishes to choose a super fund.

## Section A – Employee to complete

### Step 1: Your details

First name   
Surname   
Tax File Number (TFN)

> Refer overleaf for information on TFN.

### Step 2: Your choice

I request all of my future super contributions to be paid to:

- OPT.1 – My Employer’s default fund: Media Super > Go to step 3 & 5  
 OPT.2 – My own choice > Go to step 4 & 5

### Step 3: Your Media Super member number (if applicable)

Input your existing member number or join at [mediasuper.com.au/join](http://mediasuper.com.au/join) to generate a new member number.

### Step 4: Details of my chosen super fund

Fund name   
Fund address   
Suburb/town   
State/territory  Postcode   
Member number (if applicable)   
Account name   
Superannuation fund’s Australian Business Number (ABN) (if applicable)   
Unique Superannuation Identifier (USI) (if applicable)   
Phone number

**Required documentation for SMSF:** You need to attach a letter from your fund or SMSF stating that they are a complying fund and that they will accept contributions from your employer.

Is this a SMSF?

- I am the trustee, or a director of the corporate trustee of the SMSF and I declare that the SMSF will accept contributions from my employer.
- You need to attach a document confirming the SMSF is an ATO regulated super fund.
  - Fund bank account

BSB (please include all six numbers)   
Account number   
Fund electronic service address (ESA)

### Step 5: Sign and date

Either print and sign the paper form, or type in your full name to ‘sign’ the form electronically.

 Sign here:

Date:

## Section B – Employer to complete

### Step 6: Your details

Business name   
  
  
ABN

 Sign here: *Sheneke Ryan*

Date:

### Step 7: Your employer default super fund

If your employee doesn’t choose a preferred super fund and they don’t have a stapled fund (as provided by the ATO), super contributions will be paid to the following fund on behalf of this employee:

Fund name

Unique Superannuation Identifier (USI) (if applicable)

For the Product Disclosure Statement (PDS) for this fund (if applicable)

Phone


Fund’s website

## For your records

 This section must be completed when the employee returns the form to you with a completed Section A.

Date valid choice is accepted

Date you act on your employee’s valid choice

 Employers must keep the completed form for their own records for five years.

When you receive this form from your employee, you are required to pay contributions to the employee’s chosen fund. You have 2 months to action the employee’s request and pay their contributions into their chosen fund.

**Do not send this form to the Australian Tax Office (ATO) or your super fund. This form is for the Employer to keep.**

# Choosing a super fund: HOW TO COMPLETE YOUR STANDARD CHOICE FORM

## How to complete this form: Employees

Your employer must give you this form to complete after they have completed Section B. You can then complete Section A and return the form to your employer.

### Step 1: Your details

#### Provide your personal details.

Supplying your TFN is optional. However, if you quote your TFN to your employer for super purposes, your employer must provide it to the super fund they pay your super to. By providing your TFN:

- your super fund will be able to accept all types of contributions they receive for you (subject to fund rules)
- you may not have to pay extra tax on your contributions
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your super benefits
- it is easier to keep track of different super accounts in your name so you receive all your super when you retire.

### Step 2: Your choice

Complete this step by placing an 'x' in one of the boxes. You can change the fund your employer pays your super into at any time by filling out this form and returning it to your employer.

#### Option 1: Choose your employer's super fund

You can choose the super fund you want your super paid into, this can include your employer's default fund. Your employer is not liable for the performance of the super fund you choose or the employer fund they choose on your behalf.

#### Option 2: Choose a new super fund

You can choose the super fund you want your employer to pay super contributions to, in Step 4. Any money you have in existing funds will remain there unless you transfer it (roll it over) to another fund.

Check any benefits you may lose, before leaving the fund. Your employer cannot do this for you.

Your employer is only required to accept one standard choice form from you every 12 months.

### Step 3: I am already a member of Media Super

Provide your member number and your super will be paid into your existing account. If you're new to Media Super and need a member number, join online at [mediasuper.com.au/join](https://mediasuper.com.au/join).

### Step 4: Details of my chosen super fund

Provide details of your chosen super fund.

### Step 5: Sign and date

Signatures can be given in either hard copy (print and physically sign form) or soft copy (type in full name electronically) and submit to the employer.



Give this form to your employer and follow up with them to ensure your choice has been acted on within two months of giving them your form.



Do not send a copy of this form to the Australian Taxation Office (ATO) or your super fund. Just keep a copy for your own records.

## How to complete this form: Employers

You must complete Section B of the form before you give the form to your eligible employee.

### Step 6: Your details

#### Provide your business details.

### Step 7: Your employer default super fund

If Media Super is your nominated employer default fund, the details have already been completed for you.



Do not send a copy of this form to the Australian Taxation Office (ATO) or your super fund. However, keep a copy for your own records for a period of five years.

When your employee completes this form and returns it to you, you have two months to start paying contributions to your employee's new fund. If they stay with the fund you have chosen, make sure you pay super contributions for them to meet your SG obligations and the rules of that fund.



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8am to 8pm (AEST/AEDT)  
Monday to Friday



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Visit Media Super in person in Adelaide, Brisbane, Melbourne, Perth and Sydney. Details: [mediasuper.com.au/contact](https://mediasuper.com.au/contact)