



# Provision of tax file number

## Explanatory notes

Please complete all the boxes on the attached form. It allows us to identify you, and tells us how we can contact you.

## Why should I provide my tax file number?

You do not have to provide your Tax file number (TFN) and it is not an offence if you choose not to. However, if we do not have your TFN:

- > Your post-tax personal contributions cannot be accepted by our fund and will need to be returned to your employer.
- > Pre-tax salary sacrifice and employer contributions may be accepted but will be taxed at the top Marginal Tax Rate, plus the Medicare Levy.
- > Benefits paid to you may be subject to a higher rate of tax, unless you provide your TFN at a later date. You may be able to reclaim this amount through the income tax assessment process.

## About reporting your tax file number

We can accept your TFN details over the phone by calling us on **1300 725 171** or you can complete this form and return it to us at PO Box 22, Belconnen ACT 2616.

We are authorised to collect your TFN under the *Superannuation Industry (Supervision) Act 1993*.

We are required by law to properly safeguard your TFN and will only use it for purposes specified under the law. These include:

- > advising the Australian Taxation Office (ATO) if you are a 'lost' member
- > advising the ATO if we are required to pay amounts as unclaimed money
- > providing advice to the ATO for taxation purposes
- > forwarding your TFN to another regulated superannuation fund or Retirement Savings Account (RSA) provider if your benefit is transferred or rolled over to that fund or RSA provider (unless you request otherwise).

This information will also be provided to our administrator ComSuper, for the purpose of administering your superannuation.

Your information will not be used for any other purpose or disclosed to another party, unless:

- > you authorise us to do so
- > it is required by Law.

A full copy of our privacy policy is available at [www.pssap.gov.au](http://www.pssap.gov.au) or by calling us on **1300 725 171**.

