



# PSSap Provision of Tax File Number

## Read this first!

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, with the tax changes that come into effect from 1 July 2007, if we do not have your TFN:

- > Your post-tax personal contributions will not be able to be accepted 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 reclaimed this amount through the income tax assessment process.

The consequences for choosing not to provide your TFN may change in line with future legislative change.

## 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 in the reply paid envelope provided.

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.

# Provision of Tax File Number

## Hints for completing this form

- > read the Explanatory Notes and each section of the form carefully before filling it in
- > use CAPITAL LETTERS and a black pen
- > sign your name where needed. If you don't sign the form, it will be returned to you.

## Your details

PSSap Membership Number	<input style="width: 100%;" type="text"/>										
Title	<input style="width: 100%;" type="text"/>										
Surname	<input style="width: 100%;" type="text"/>										
Given name/s	<input style="width: 100%;" type="text"/>										
Your date of birth	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">DAY</th> <th style="width: 25%;">MONTH</th> <th style="width: 50%;">YEAR</th> </tr> </thead> <tbody> <tr> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> </tr> </tbody> </table>	DAY	MONTH	YEAR	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>				
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