Choosing a super fund: standard choice form

Use this form to choose the super fund your employer will pay your super into.
Your choice of super fund is an important decision for your future.

If you don't complete this form, your employer can pay your super into your existing fund identified by the ATO. If you don't have one, your employer can pay into a new account for you in their default super fund.

Section A: Your details

First name

Surname

Tax file number (TFN)

Refer over for information on TFN

How to complete this form: Employees

☐ **Your existing super fund, Section B**
I want my employer to pay into a super account I have already opened.

☐ **Your employer's default super fund, Section C**
I want my employer to open a new account for me in their default fund, CBUS. Your employer needs to complete their section first before giving it to you.

Section B: Your existing super fund

If you're joining your employer's default fund and you're not a CBUS Super member, join at **cbussuper.com.au/join** and provide your new member number.

I want my employer to pay my super into CBUS Super.

Sign here:

Date
D D / M M / 2 0 Y Y

Are you an existing member of CBUS?
Let your employer know via the CBUS app or online:

- Log in to your CBUS app or online account
- Select *Notify your employer*
- Enter your employer's payroll email address
- Send the notification to your employer

If you'd like to join CBUS

Visit **cbussuper.com.au/join** and follow the prompts.
You can notify your employer once you receive confirmation and your member details.

Are you a member of another super fund? Complete the section below

Super fund name

Member number

You can find your member account number on your member statement, by logging into your super fund account, contacting your super fund directly or through ATO online services via MyGov or the ATO app.

Super fund Australian business number (ABN)

Unique superannuation identifier (USI)

The USI is used to identify different super funds and specific super fund products. It is different to your member account number. You can find your USI on your super fund's website or by contacting your super fund directly.

Is this a Self Managed Super Fund?

SMSF name

SMSF Australian business number (ABN)

SMSF electronic service address (ESA)

You can find your ESA by contacting your SMSF messaging provider or through your SMSF administrator, tax agent, accountant or bank.

Your full name as it appears on your account

This must match the name shown on your super account. This may be your current name, or a previous name.

Section B: Your existing super fund (continued)

SMSF bank account details

Bank account name

BSB

Account number

Required documentation

You need to attach a document confirming the SMSF is an ATO-regulated super fund.

☐ I have provided evidence from the ATO this is a regulated SMSF.

I hereby declare the information I have provided in relation to the nominated super fund is true and correct and I am authorised to provide the information requested.

Sign here:

Date D D / M M / 2 0 Y Y

If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

Section C: Employer's default super fund

Employer to complete before providing the form to an employee

Business name

Australian business number (ABN)

Super Fund name

CBUS SUPER AS TRUSTEE FOR THE CONSTRUCTION AND BUILDING UNIONS SUPERANNUATION FUND

Unique Super Identifier (USI)

CBU0100AU

ABN

75 493 363 262

Employee to complete after details above have been completed by your employer.

☐ I want my employer to open a new account for me with their default super fund, CBUS.

Sign here:

Date D D / M M / 2 0 Y Y

For employees – providing your TFN

You don't have to provide your TFN but if your super fund does not have it, your super contributions may be taxed at a higher rate and you won't be able to make personal contributions to your fund. Your TFN also makes it easier to keep track of any super accounts in your name so that you receive all your super when you retire.

EMPLOYER USE ONLY:

Date choice is accepted: D D / M M / 2 0 Y Y

Date you act on choice: D D / M M / 2 0 Y Y

Super fund choice

When an employee submits a choice of super fund form, contributions made within the first two months can be paid to either the employee's chosen or stapled fund, or the employer's default fund if the ATO advises the employer that the employee does not have a stapled fund.

Payday Super timing (new starters): the **first** contribution by an employer for a new employee must be received by the fund within **20 business days** from the employee's first payday. After that, contributions are due **each payday** and must be received by the fund **within 7 business days** of the relevant payday.

Allow adequate clearing house/processing time so contributions are received by the fund within the required timeframe.

For more about your super obligations, including when and how to pay, visit **cbussuper.com.au/employers**.

CBUS
Locked Bag 5056
PARRAMATTA NSW 2124

1300 361 784
8am to 8pm (AEST/AEDT)
Monday to Friday

cbusenq@cbussuper.com.au
cbussuper.com.au
Log in to chat to us online

Visit us in person in Adelaide, Brisbane, Melbourne, Perth and Sydney.
Details: **cbussuper.com.au/contact**

This information is about CBUS. It doesn't account for your financial position, objectives and specific needs. You should consider you own position, objectives and needs before making financial decisions. Read the relevant Product Disclosure Statement (PDS) and Target Market Determination available by calling **1300 361 784** or visiting **cbussuper.com.au**, to decide what's right for you.