Change of Employer Status

Use this form to make your account inactive if you're no longer making employee contributions to CBUS.
Please use black or blue pen and CAPITAL letters. Use an X in boxes where required.

Step 1: Employer details

CBUS Employer number

Company ABN

Company ACN

Company name

Company full address

Street number/PO box

Street name

Suburb/town

State

Postcode

Authorised contact

Contact name

Position

Email address

Contact phone (work)

( )

Contact phone (mobile)

Step 2: Details of your change

Please provide the following employer information:

Has your company ceased trading? ☐ Yes ☐ No

Do you wish to make your account inactive? ☐ Yes ☐ No

What date do you wish to make your account inactive from? D D / M M / 2 0 Y Y

Please provide the following employee information:

Please state the member name, number and last pay date of your last registered employee. If your last contribution was for multiple CBUS members, please provide information for only one member.

Member name

Member number

Date of last contribution D D / M M / 2 0 Y Y

Step 3: Declaration

By signing this form, I confirm:

- the information in this request is true and correct
- I am authorised to make this request on behalf of my employer
- all contributions have been made up to the date listed in Step 2
- we no longer employ any CBUS members who are eligible to receive a contribution.

Full name

Sign here:

Date

D D / M M / 2 0 Y Y

Privacy

Read the *Privacy Policy* and *Personal Information Collection Statement* at **cbussuper.com.au/privacy** for details about how we collect and disclose personal information or call **1300 361 784** for a copy.

Return your complete form and any attachments using our secure message service at **cbussuper.com.au/message** or by post to **CBUS, Locked Bag 5056, Parramatta NSW 2124**.

Need a hand?

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**