

Tax File Number (TFN) Reporting Form

PLEASE COMPLETE FORM IN BLOCK LETTERS IN BLACK INK

1. Important information for you

Your employees can authorise you to give us their TFN when they complete a *Tax File Number Declaration*. For any employee who has ticked yes on that form, you need to provide the TFN to us as soon as possible – preferably when you enrol that member in RecruitmentSuper. In fact, if you don't pass that number onto us you could face a fine of \$1,000 per employee from the ATO.

You can supply these TFNs on the *New Member Details Form*, via Employer Online Services or by completing all sections of this form.

2. Employer Details

RecruitmentSuper Employer Number (if known)

Employer Business or Trading Name

Contact Details

Surname

Title

Given Name

Position

Street / Unit Number

Street Name

Suburb / Town

State

Postcode

Phone (Business Hours)

Fax

E-mail address* (Please **do not** leave any spaces empty, continue word on next line if necessary)

*Providing your email address means you are willing to receive important information about your RecruitmentSuper account and other benefits and services by email.

3. Providing Employee Tax File Numbers

Employee 1 RecruitmentSuper Member Number (if known)

Surname

Title

Date of birth

Given Name

Tax File Number

Employee 2 RecruitmentSuper Member Number (if known)

Surname

Given Name

Title

Date of birth

Tax File Number

Employee 3 RecruitmentSuper Member Number (if known)

Surname

Given Name

Title

Date of birth

Tax File Number

Employee 4 RecruitmentSuper Member Number (if known)

Surname

Given Name

Title

Date of birth

Tax File Number

Employee 5 RecruitmentSuper Member Number (if known)

Surname

Given Name

Title

Date of birth

Tax File Number

RecruitmentSuper is authorised to collect your employees' Tax File Number (TFN) under the Superannuation Industry (Supervision) Act 1993 and will use it only for superannuation purposes. These purposes may change in the future. Although it is optional for members to give us their TFN, there may be consequences if they do not. For example, they may pay more superannuation tax than they have to, although this may be reclaimed through the Australian Taxation Office (ATO). In addition, their TFN may be used in the future to assist in ensuring they do not lose track of their benefits. The consequences of not providing their TFN may change in the future. (Please note - it is not an offence if employees do not provide their TFN). We may disclose TFNs to the ATO and to another superannuation fund if the member transfers a benefit to that fund.

4. Privacy Statement

The information requested on this form is required in order to administer fund membership. It may also be provided to specific organisations to provide services to members on our behalf. A member's personal information will not be used or disclosed for any other purpose without the member's consent. If a member does not provide the information requested, RecruitmentSuper may not be able to administer the member's account. Members may have access to the information RecruitmentSuper holds about them. If you would like a copy of our Privacy Statement, please visit our website or call 1300 304 000.

5. Declaration

I hereby declare that to the best of my knowledge and belief, the information I have provided is true and correct.

Signed

Date

6. Please return this form to:

RecruitmentSuper
GPO Box 4839
Melbourne Vic 3001

For further information:

Phone: 1300 304 000
Fax: 1300 304 444
E-mail: info@recruitmentsuper.com.au
Website: www.recruitmentsuper.com.au

Professional Associations Superannuation Limited (ABN 14 056 917 303 RSE L0000352) as Trustee of Professional Associations Superannuation Fund (PASF) (ABN 78 984 178 687 RSE R1000429). RecruitmentSuper is a division of PASF.

