

Instructions for employers

This form provides instructions for your employer to make superannuation contributions to the Plum Superannuation Fund (Fund) on your behalf.

Do not send this form to Plum.

How to use this form

Employees – If you are an employee and would like your superannuation contributions to be paid into either the Plum Personal Plan or the Eligible Spouse Plan of the Fund, complete Part A and provide this form to your employer.

Employers – Read the instructions and information in Part B and keep this form for your records.

Part A Employee to complete (please use BLOCK letters)

Member details I request that all future contributions be made to:

Employee name

Employee number

Fund name
 P L U M S U P E R A N N U A T I O N F U N D _____

Member number _____ BPAY® Reference number _____

Telephone number _____ Fund ABN
 1 3 0 0 5 5 7 5 8 6 2 0 3 3 9 9 0 5 3 4 0 _____

Superannuation fund number _____ Superannuation product identification number
 4 8 1 8 2 5 9 8 0 P S N 0 1 0 0 A U _____

Your BPAY reference number is located on your membership card which you receive with your *Welcome Kit* when you join the Fund.

A letter from the Trustee stating that this is a complying fund is included on the back of this form.

If you have any questions in completing this form, or you would like another copy of the form, please contact a Plum Member Services Consultant on **1300 55 7586** or email us at **service@plum.com.au**

Part B Employers only

If your employee is eligible for choice of fund and has not chosen a superannuation fund in the last 12 months, you may be required by law to accept this request made by your employee.

By submitting this completed form and enclosed Compliance Advice letter, your employee has provided you with all of the information legally required to exercise choice of fund.

Contributions can be paid on behalf of your employee:

- ✓ **via Cheque** – made payable to **PFS Nominees Pty Ltd** and send to: **Plum Superannuation Fund, GPO Box 63, Melbourne Vic 3001**
- ✓ **via BPAY** – using your financial institution’s online or telephone banking services, contributions can be made from a savings or cheque account. Simply use your employee’s BPAY reference number and the relevant biller code listed below to make the BPAY payment.

Biller code	Contribution type	Description
37754	Personal contribution (after-tax)	Personal contributions are the amounts the employee chooses to contribute, through their employer, from their after-tax income.
37515	Salary sacrifice contribution (before-tax)	Salary sacrifice contributions are amounts the employee chooses to contribute, through their employer, from their before-tax income.
37523	Employer contribution	Employer contributions are amounts contributed on behalf of the employee by the employer, from the employee’s before-tax income (e.g. <i>Superannuation Guarantee Contributions</i>).

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