



Australian Government  
Australian Taxation Office

# Superannuation 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 in their default super fund. You can find more information on **page 5**.

## How to complete online

### Save time: use the online form

**my  
Gov**



Australian Government  
Australian Taxation Office

Use the online form in myGov to choose your super fund. Your super account details will automatically be filled in for you.

- 1 Sign into *myGov* and select ATO in your services
- 2 In the menu select *Employment*, and then *New employment*. You'll need your employer's information on **page 3** to complete this form.
- 3 Select your preferred fund and give a copy to your employer.

## Information

### For employees

Additional information about super is located at the end of this form. You can also visit [ato.gov.au/individuals/super](https://ato.gov.au/individuals/super)

### For employers

Use the form to offer employees their choice of super fund. You must fill in the details of your nominated super fund, also known as your default fund, on **page 3** before giving the form to an employee.

For more information on super, offering an employee a choice of fund or paying super contributions, visit [ato.gov.au/employersuper](https://ato.gov.au/employersuper)

## Section A Your details

Full name

Employee number (if known)

Tax file number (TFN)

- i** You don't have to provide your TFN but if you don't, there may be consequences such as your contributions being taxed at a higher rate. See **page 5** for more information.

### I choose for my super to be paid into

Select one of the options below and complete relevant section.

**My existing super fund**



**Section B**

I want my employer to pay into a super account I have already opened.

**My employer's default super fund**



**Section C**

I want my employer to open a new account for me in their default fund.

**My private self-managed super fund (SMSF)**



**Section D**

I am a member and a trustee responsible for managing the fund. I may have up to 6 members in the fund.

## Section B My existing super fund

### Super fund details

- i** You can find your super fund details by:
- logging into your super fund member portal or online account
  - contacting your super fund directly
  - through ATO online services via myGov or the ATO app.

Super fund name

Australian Super

Super fund Australian business number (ABN)

6 5 7 1 4 3 9 4 8 9 8

Unique superannuation identifier (USI)

S T A 0 1 0 0 A U

- i** 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.

Your member account number

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

Your name as it appears on your account

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

### Required documentation

You need to **attach a letter of compliance of your chosen super fund** to confirm it is a complying fund and can accept contributions from your employer.

For most super funds you can find their letter of compliance on their website. For other funds, you will need to contact them for this information.

I have attached a letter of compliance from my super fund

### Declaration

*I hereby declare that 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.*

Signature

Date

Day / Month / Year

- i** 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 My employer's default super fund

### Employer to complete

**i** Employers must complete this section before providing the form to an employee.

Business name

Australian business number (ABN)

   

Super fund name

Super fund Australian business number (ABN)

   

Unique superannuation identifier (USI)

### Employee to complete

**i** Make sure the employer default super fund details above have been completed by your employer before you use this form. Ask your employer if it hasn't been done.

I choose for my employer to open a new account for me with their default super fund

Signature

Date

Day Month Year  
 /  /

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

### Information for Employers

#### If an employee doesn't return this form

If your employee starts work on or after 1 November 2021, most employers must request the employee's stapled super fund details before making a super contribution.

If an employee doesn't provide you with the correct details, or the fund can't accept your contributions, you will need to request their stapled super fund details from the ATO.

If the ATO advises the employee does not have a stapled super fund, you can make the payment to your nominated default super fund. For more information, visit [ato.gov.au/stapledsuperfund](https://ato.gov.au/stapledsuperfund)

#### Setting up and paying super for your business

For more information on your super choice obligations, including when you need to offer choice and setting up a default super fund, visit [ato.gov.au/employersuper](https://ato.gov.au/employersuper)

#### Help for employers

Phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer about employer super obligations.

## Section D My private self-managed super fund (SMSF)

### SMSF details

SMSF name

SMSF Australian business number (ABN)

SMSF electronic service address (ESA)

**i** An ESA is used so the fund can receive electronic messages and payments from your employer using SuperStream. 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

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

### SMSF bank account details

Bank account name

BSB code (please include all six numbers)

Account number

### Required documentation

You need to **attach a document** confirming the SMSF is an ATO regulated super fund. You can find a copy of the compliance status for your SMSF at [superfundlookup.gov.au](http://superfundlookup.gov.au)

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

I hereby declare that 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

Signature

Date

Day:  / Month:  / Year:

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

**You can choose any eligible super fund as your chosen fund for your employer to pay your super into. It's an important decision that can affect your retirement savings.**

### **If you choose not to complete this form**

If you are a new employee and choose not to complete this form, your employer will check with the ATO if you have an existing super fund. If you do, your super can be paid into this fund, called your 'stapled super fund'.

- If you have multiple funds the ATO will choose one of them as your stapled fund – it may not be the fund you would prefer.
- If the ATO is unable to identify a stapled fund, your employer will be advised to pay your super into their default super fund listed in **Section C**.
- If you started your current employment before 1 November 2021, your employer will pay your super into their default super fund listed in **Section C**.

For more information about stapled super funds, visit [ato.gov.au/individuals/super](https://ato.gov.au/individuals/super)

### **Tools and resources**

- Compare MySuper products [ato.gov.au/yoursuper](https://ato.gov.au/yoursuper)
- Keeping track of your super [ato.gov.au/keepingtrack](https://ato.gov.au/keepingtrack)
- What to consider when choosing a super fund [moneysmart.gov.au/how-super-works/choosing-a-super-fund](https://moneysmart.gov.au/how-super-works/choosing-a-super-fund)
- How to combine more than one super fund [moneysmart.gov.au/how-super-works/consolidating-super-funds](https://moneysmart.gov.au/how-super-works/consolidating-super-funds)

### **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.

### **Finding lost super**

It is important to keep track of your super. If you've ever changed your name, address or job, you may have lost track of some of your super.

Having multiple super accounts could mean you are paying fees you are unaware of, which could reduce your retirement savings. Your super is your money, you should check it regularly.

### **If you have more than one super fund**

Having more than one super account could mean you're paying multiple fees and charges, which may reduce your retirement savings. You can consolidate multiple accounts using our ATO online services through myGov.

Before you consolidate accounts, you may want to seek advice on fees this may incur or if you will lose any valuable insurance.

For more information, visit [moneysmart.gov.au/how-life-insurance-works/insurance-through-super](https://moneysmart.gov.au/how-life-insurance-works/insurance-through-super)

### **For additional support**

Phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech relay Service on **1300 555 727**.

### **Your privacy**

This form is provided as a means for employees to provide necessary superannuation information to their employer. The ATO does not collect this information. An employer is authorised to collect their employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. If an employee does not provide their superannuation fund details to their employer, the employer may request the information from the ATO.

For more information regarding employee privacy rights contact your superannuation fund.

## Letter of compliance

What you need to do to ask your employer to pay your super into your AustralianSuper account.

### 3 easy steps

**Step 1** Complete either an Australian Taxation Office *Standard choice* form or an AustralianSuper *Pay my super into AustralianSuper* form. Both forms are available online at [australiansuper.com/forms](http://australiansuper.com/forms)

Fund name	A U S T R A L I A N S U P E R
Unique Superannuation Identifier (USI)	STA0100AU
Australian Business Number (ABN)	65 714 394 898
Fund telephone number (8am to 8pm AEST/AEDT weekdays)	1300 300 273
Account name (usually your name)	
Member number (this is listed on your statement or call us on 1300 300 273 if you need help)	

**Step 2** Give your employer this *Letter of compliance* with your completed form.

**Step 3** Your employer should start paying your super into AustralianSuper after two months.

## For employers



Your employee has chosen to have their super contributions paid into AustralianSuper. This letter confirms AustralianSuper is a complying super fund.

### What you need to know

AustralianSuper is a complying, resident and regulated super fund within the meaning of the Superannuation Industry (Supervision) Act 1993 (SIS Act).

AustralianSuper is a registrable superannuation entity and is eligible to be nominated as a default fund as it meets the minimum statutory insurance cover requirements.

The Trustee of the Fund is AustralianSuper Pty Ltd  
ABN 94 006 457 987, AFSL 233788.

Fund name	AustralianSuper
Australian Business Number (ABN)	65 714 394 898
Unique Superannuation Identifier (USI)	STA0100AU
Fund telephone number	1300 300 273



**Give this letter to your employer.  
Don't send it to the Australian Taxation  
Office or your super fund.**

### How to pay super contributions into AustralianSuper

QuickSuper\* is our online payment solution that gives you the choice of making one payment for all your employees – regardless of the super fund they belong to. It's suitable for all types of businesses and is free to use.

You can register for QuickSuper at [australiansuper.com/PaySuper](http://australiansuper.com/PaySuper)<sup>†</sup>. You'll need to have your company details and AustralianSuper employer number handy. If you don't have an AustralianSuper employer number, you can join us at [australiansuper.com/join](http://australiansuper.com/join)

\* QuickSuper is a registered trademark and a product owned and operated by Westpac Banking Corporation ABN 33 007 457 141. Westpac's terms and conditions applicable to the QuickSuper service are available after your eligibility for the free clearing house service is assessed by AustralianSuper. A Product Disclosure Statement (PDS) is available from Westpac upon request. AustralianSuper doesn't accept liability for any loss or damage caused by use of the QuickSuper service and doesn't receive any commissions from Westpac if employers use this service.

<sup>†</sup> You can choose to submit your contributions using a different service, but it needs to meet the Government's minimum data standards as legislated in the Stronger Super reforms – [australiansuper.com/StrongerSuper](http://australiansuper.com/StrongerSuper)

This information may be general financial advice which doesn't take into account your personal objectives, situation or needs. Before making a decision about AustralianSuper, you should think about your financial requirements and refer to the relevant Product Disclosure Statement.