

# New employee information form

MO1



Please download, complete and email this form back to us if you would like LGIASuper to open an account for you, or add to your existing balance.

## Personal details LGIASuper respects your privacy. All personal information collected is protected in line with LGIASuper's Privacy policy.

<b>Employer</b>	<b>Member number</b> (if you are already an LGIASuper member)	<b>Account number</b>	
<b>Surname</b>	<b>Given name/s</b>	<b>Title</b>	
<b>Residential address</b>			
<b>Suburb/town</b>	<b>State</b>	<b>Postcode</b>	
<b>Postal address</b> (if the same as street address write 'as above')	<b>Suburb/town</b>	<b>State</b>	<b>Postcode</b>
<b>Mobile</b>	<b>Telephone</b> (a/h)	<b>Date of birth</b> / /	
<b>Personal Email</b>	<b>Tax file number</b>		

Your employer is required to provide your tax file number to LGIASuper. See the *Important information* section over the page.

## Permanent employees only – start date for standard member contributions

Unless you select otherwise you will start making 6% standard member contributions after 12 months employment.

Yes, I want to start paying standard member contributions from my pay immediately and I understand I cannot cancel.

## Member declaration

I have read the *Important information* over the page and consent to LGIASuper using my personal identification details as described.

<b>Signature</b>	<b>Date</b> / /
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## Benefit class for enrolment – to be completed by employer (see notes for employees over the page)

### Standard member contributions

Yes – Class 1

Complete only if Class 1 at date started employment. If completing at a later date use *Change of benefit class or employment basis form*.

### Superannuation guarantee only

All other permanent or temporary employees

Yes – Class 3

Casual or special project

Yes – Class 4

<b>Start date</b> / /	<b>Annual salary</b> (for Class 1 and Class 3 members only) \$	<b>Part time</b> (show percentage of normal full week worked) %
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LGIASuper ABN 23 053 121 564

  
**LGIASuper**  
Let's Grow

## Employer declaration

I confirm details above are correct and authorise enrolment in LGIASuper. The *Welcome to LGIASuper brochure* has been provided to the employee. I am aware that I am required to pass on an employee's tax file number to LGIASuper under the *Income Tax Assessment Act 1997*.

<b>Authorised signature for employer</b>	<b>Employer</b>	<b>Date</b> / /
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## Communication preferences

LGIASuper will send all mandatory and general communications to you via digital channels, where possible. This includes email, SMS and mobile app.

### Mandatory communication

This includes important information about your LGIASuper account that the fund is required to provide you like product disclosure statements, links to your annual statement, and notices about major changes to our fund.

If you do not want to receive information electronically, please tick this box.  Post

### General communication

This includes our newsletter SuperNEWS, invitations to our super seminars, and other educational or general updates.

Tick here if you would like to subscribe to general communications issued by LGIASuper, like SuperNEWS and seminar invitations. LGIASuper sends general communications via digital channels.

## Important information

### Personal information

All personal information collected via this form is protected in line with LGIASuper's *Privacy policy*, available from [lgiasuper.com.au](http://lgiasuper.com.au) or the LGIASuper office.

### Tax file number (TFN)

Under the *Superannuation Industry (Supervision) Act 1993*, LGIASuper is authorised to collect your TFN, which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. LGIASuper may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the trustee of your superannuation fund in writing that your TFN not be disclosed to any other superannuation provider.

It is not an offence not to quote your TFN. However giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- LGIASuper will be able to accept all types of contributions to your account/s
- the tax on contributions to your superannuation account/s will not increase
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits
- it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

### Investment choice and insurance

Your LGIASuper account will be invested in the default options, as outlined in the LGIASuper Accumulation account Product Disclosure Statement (PDS). This applies to all money you have with LGIASuper. You can select a different option at a later date by completing an *Investment switch form*. You will receive death and disability insurance as part of your LGIASuper membership. To reduce or cancel your cover, complete the relevant form, available from [lgiasuper.com.au](http://lgiasuper.com.au).

### Notes for employers

Employees should only be enrolled as a Class 1 if they choose to contribute 6% of salary from the first day of employment. Employees should be advised that this election is irrevocable.

The following table shows the relevant benefit class for various employment categories. All Class 3 members will be automatically updated to Class 1 after 12 months.

Employment category	Benefit class
Permanent full time	1 or 3
Permanent part time	1 or 3
Temporary	3 or 4
Casual	4
Special project	4