

SALARY SACRIFICE FORM

> Employees **WITHOUT** a Triple S account



Complete all the details on this form in **BLOCK LETTERS** using a **BLACK PEN** and forward it to your employer/HR delegate.

1. Personal Details

Account ID

Mr Ms Miss Mrs Dr Prof

Surname

Given name(s)

Residential address

Postcode

Postal address (if different from above)

Date of birth / /

Email*

Telephone* (M)

(W)

(H)

Name of employer

Employee number

* If you provide your email address and/or mobile number, then your employer and/or Shared Services will be able to contact you in a timely manner about your application.

Contributions to Triple S **will not count towards the First Home Super Saver Scheme (FHSSS)**. All contributions to an untaxed fund are specifically excluded under the Commonwealth rules.

Contact Information

Application process: Queries about the application process should be directed to your HR/ Salary Sacrifice delegate.

Application progress: Please allow Shared Services a turn-around time of 10 working days to set up a salary sacrifice arrangement.

Tax and limits

Although there is no limit to the amount of salary sacrifice contributions you make, there is a limit to the amount that will be taxed concessionally on exit. For more information refer to the Triple S *Tax* factsheet at www.supersa.sa.gov.au.

Your salary sacrifice arrangement exists between **you** and **your employer** and is facilitated by **Shared Services/ Payroll**.

Salary Sacrifice Process

Employee

- Completes the *Salary Sacrifice* form.
- Gives the completed form to employer/ HR delegate. (If unsure ask your immediate Manager.)

Employer/ HR delegate

- Completes Section 5 - Employer Declaration on page 3.
- Gives the completed form to agency's Payroll.

Shared Services / Payroll

- Notifies Super SA that a Triple S account is required for a newly established salary sacrifice arrangement.
- Actions the completed form - adjusts member's salary arrangements per instructions.
- Deducts \$44 employer fee.

2. Salary Sacrifice Details

Please provide your total annual earnings and then **ONLY** complete **either Option A or Option B**.

Total annual earnings \$ _____
(eg gross annual salary plus additional earnings from overtime, shift penalties and/or allowances)

Option A: Salary sacrifice a set \$ dollar amount each fortnight
Amount of salary sacrifice contribution each fortnight \$ _____

In words, please write out this amount in full _____

OR

Option B: Salary sacrifice a set % each fortnight
Percentage of earnings each fortnight as a salary sacrifice contribution
% _____

In words, please write out this amount in full _____



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3. Application for Triple S Membership

To salary sacrifice super, you need to be a member of Triple S. Join Triple S by ticking the box below.

As a Lump Sum, Pension Scheme, Police Pension Scheme or SA Ambulance Service Superannuation Scheme member, I hereby apply for membership of Triple S as a salary sacrifice member, in accordance with the *Southern State Superannuation Regulations 2009*.

Are you an Active Police Pension Scheme member? Yes

Are you an SA Ambulance Service Superannuation Scheme member? Yes

By applying to join Triple S you will be agreeing to the following conditions: during your Triple S membership, you will only accrue the entitlement paid for by salary sacrifice contributions and that you will not be entitled to:

- contribute to Triple S from your after-tax salary via payroll
- any additional employer contributions.
- If you are a member of the Lump Sum Scheme, Pension Scheme or Police Pension Scheme, to maximise your final entitlement, you need to ensure that you continue making after-tax contributions to your main scheme at your standard rate¹.
- If you are a member of the SA Ambulance Service Superannuation Scheme, to maximise your final entitlement you need to continue making after-tax or salary sacrifice contributions to the scheme as required by the Trust Deed and Rules.

¹The standard rate for the Super SA Lump Sum Scheme is 6%, for the Super SA Pension Scheme is between 5-7% and for the Police Pension Scheme is between 5-6%.

Employee Declaration

I understand that:

- By signing this agreement, I am authorising my employer to contribute on my behalf into Triple S. These contributions will be deducted by my employer from my before-tax salary for each relevant pay period.
- Currently there is no limit on salary sacrifice for super contributions to a constitutionally protected fund I may elect to salary sacrifice up to 100% of my total annual earnings comprising my before-tax salary, as prescribed by my employment arrangement, and additional earnings derived from overtime, shift penalties and/or allowances. I understand that ongoing deductions from my salary such as union fees will affect what constitutes a 100% salary sacrifice contribution.
- I understand that an administration fee of \$44 including GST is payable to my employer from my after-tax salary at the commencement of this Agreement and that it is deducted from my first salary sacrifice contribution. I permit Payroll to deduct this amount from my salary.
- I understand that if I wish to change the amount or percentage of my salary sacrifice contribution or if I change agencies, I will need to enter into a new Agreement at an additional cost of \$44.
- I must complete a *Financial Advice Certification (Form 9)* acknowledging my responsibility to obtain independent financial advice before entering into this Agreement to salary sacrifice. (Please return this form to your employer.)
- I understand this form represents a written notice to the Super SA Board to become a member of the Triple S Scheme.
- Contributions to Triple S will not count towards the First Home Super Saver Scheme (FHSSS).
- The salary sacrifice is an arrangement between myself and my Employer.
- It is my responsibility to monitor whether my concessional contributions (employer contributions plus salary sacrifice contributions) exceed any caps that could apply to my scheme.
- I have read the Triple S Tax fact sheet and am aware of the tax payable on exit.
- My employer is not liable, either directly or indirectly, in respect of any matter concerning my contributions, unless such liability cannot be abrogated by statute.
- By signing below, I will indemnify my employer and Triple S from and against:
 - Any income tax or any other taxation liability whatsoever (including any administrative penalty, fine or other amount) that may become payable pursuant to any relevant taxation legislation and rulings
 - Any other liability whatsoever not otherwise described above, in respect of the contributions by my employer, which includes any information supplied by my employer including but not limited to any estimate of total annual earnings and the amount of the contributions and any matter not otherwise described herein, and
 - All charges, costs, damages, disbursements, fees, losses suffered or incurred by my employer in relation to any matter associated with the contributions by my employer.

Signature: X

Date: / /

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Checklist

Use the the list below to make sure you have completed the form correctly (we suggest ticking the actions relevant to you and marking those not relevant as N/A (not applicable)).

Step A (applicable to all members)

Everyone completing this form must:

- Complete section 1 Complete section 2 Complete section 3
 Complete section 4 Complete *Salary Sacrifice Form 9* (attached)

Once the steps in this checklist are completed, I will forward this form to my employer/HR Delegate (whichever is applicable) for their actioning.

4. Employer Declaration

This section needs to be signed by your employer's salary sacrifice delegate

The employer agrees and acknowledges as follows:

- That upon the employee signing and delivering this Agreement to the employer, the employer will commence making the deductions and contributions for salary sacrifice only, as outlined in the Employee Declaration (section 4).

Name _____ Role _____

Employing agency _____

Phone number _____ Email _____

Signature: **X** _____ Date: / / _____

5. Payroll Action

Payroll use only

Date payroll actioned / / Deductions commence PPE



Payroll return email address _____

Where a member does not have an existing Triple S account forward a scanned copy of this form to agency.services@sa.gov.au.

Super SA Triple S membership established: YES	Super SA Office Use Only
Super ID	
Completed: / /	

FINANCIAL ADVICE CERTIFICATION

Form (Form 9)



Complete this form and forward it to your nominee prior to completing any other forms

Personal Details

Mr Ms Miss Mrs Dr Prof

Surname

Given name(s)

Residential address

Postcode

Postal address (if different from above)

Employee number

Employee Declaration

I, the person named above, hereby acknowledge that any financial advice required to inform or support my decision to salary sacrifice is solely my responsibility and any such advice must be obtained independently from my employer or my selected nominee.

Signature: **X**

Date: / /