

# Form > Super SA > Lump Sum LEAVE WITHOUT PAY

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**SUPER SA**  
contributing to your future

Please complete all the details on this form in **BLOCK LETTERS** using a **BLACK PEN** and return the signed original to Super SA.

## 1. Personal Details

**Super ID** Mr  Ms  Miss  Mrs  Dr  Prof

Surname

Given name(s)

Residential address

Postcode

Postal address (if different from above)

Postcode

Date of birth / /

Email\*

Telephone\* (W)

(H)

(M)

Name of agency

Employee no

### Contact us

#### Address

Ground floor, 151 Pirie Street  
Adelaide SA 5000  
(Enter from Pulteney Street)

#### Postal

GPO Box 48, Adelaide, SA 5001

#### Call

(08) 8207 2094 or 1300 369 315 (for  
regional callers)

#### Email

supersa@sa.gov.au

#### Website

www.supersa.sa.gov.au

\* By providing your email address and/or telephone number(s) you are agreeing to receive, from Super SA, or an organisation on behalf of Super SA, marketing communications including newsletters, announcements, invitations or surveys. You may opt out of these marketing communications at any time by contacting Super SA. If you opt out of marketing communications, you will still receive any important account information from us.

## 2. Notification of Leave Without Pay

a) Period of leave without pay

/ / to / /

b) Period of any leave (eg long service leave or annual leave) taken with leave without pay (leave blank if not applicable)

/ / to / /

c) Is this leave an extension of previous approved leave without pay?

 Yes No

If yes, please provide the date of previous leave without pay

/ / to / /

d) Reason or purpose for leave without pay

## 3. Payment of After-Tax Contributions to Super During Leave Without Pay

### Option A

Yes, I wish to make after-tax contributions during my period of leave without pay by:

- Making a lump sum payment following notification of the amount from Super SA.
- Having fortnightly payments deducted from my bank account. (With this option you will need to complete the attached *Direct Debit* form.)

**Super SA does not accept cash payments. Payments can be made by cheque or money order. Contact Super SA for more details.**

### Option B

No, I have decided not to make after-tax contributions during my leave without pay.

- I understand that this will affect my final entitlement and should I die or become totally and permanently disabled only my accrued super entitlement will be received.

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## 4. Member Declaration

I certify that the information provided on the previous page is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please forward completed form to your pay office for completion of Section 5.**

## 5. Agency Authorisation (by Authorised Officer)

Is the employee being seconded to another employer or participating in an overseas aid program?  
 Yes  No

I certify that the periods of leave contained in Section 2 of this form are correct.  
 Yes  No

**If the member has ticked Option A in Section 3, the substantive agency must maintain the employer contributions during the period of leave without pay (up to a maximum period of 12 months), unless the member is seconded to another employer and makes a LWOP application under Regulation 35 of the *Superannuation Regulations, 2001*. If the Super SA Board approves LWOP in excess of 12 months under Regulation 35 the host employer will be required to pay employer contributions for the entire period.**

Agency name \_\_\_\_\_

Agency location \_\_\_\_\_

Signature of Authorised Officer \_\_\_\_\_

Name of Authorised Officer (please print) \_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

**Please forward completed form to Super SA**

MEMBER DIRECT DEBIT REQUEST  
(DDR)**SUPER SA**  
contributing to your future**Please complete this form in BLOCK LETTERS using a BLACK PEN and return the signed original to Super SA.**

## 1. Personal Details

## Account ID

 Mr  Ms  Miss  Mrs  Dr  Prof

Surname

Given name(s)

Residential address

Postcode

Postal address (if different from above)

Postcode

Date of birth / /

Email\*

Telephone\* (M)

(W)

(H)

Name of employer

Employee number

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## Contact Us

## In person:

Ground floor, 151 Pirie Street  
Adelaide SA 5000  
(Enter from Pulteney Street)

**Postal:** GPO Box 48, Adelaide, SA 5001**Call:** (08) 8207 2094 or 1300 369 315 (for regional callers)**Website:** www.supersa.sa.gov.au

I/We

(Surname)

(Given names)

authorise Super SA, APCA user ID number 9667, to arrange for funds to be directly debited from my/our account at the financial institution identified below.

This authorisation is to remain in force in accordance with the Service Agreement provided with this form.

## 2. Details of the account to be debited

**All account details must be supplied.**

Account name

Name of financial institution

Branch

BSB number

-

(must be 6 digits)

Account number

(cannot be more than 9 digits)

**Note:** Please ensure that the account and BSB number that you are providing are correct. Direct debit is not available on all accounts and if you are unsure please clarify with your financial institution. Credit union cheques may not show their own BSB number. Check with the credit union for the correct BSB number to use for direct debit.

## 3. Signature/s

**All account signatories may be required to sign on joint accounts.**

Signature: ✕

Date: / /

Signature: ✕

Date: / /

Please note: this form continues over the page.



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#### Late payments

Not applicable via DDR. Please note that for members of the Pension and Lump Sum schemes, if payments are missed, this period of time will then become a period of non-active service, and you will not accrue superannuation entitlements. A period of non-active service can never be "caught up". A person classed as a non-active contributor will have reduced death and disablement cover during the period of non-active service.

## 4. DDR Service Agreement

1. Following receipt of your Direct Debit Request (DDR), Super SA will initiate direct debit items on the due date for the balance payable as notified to you.
  - A due date will not normally fall within 14 days from the issue date of a notice.
  - If you have entered into an arrangement to make periodic payments, these will be debited on the dates and for the amounts specified in Super SA's written confirmation of the arrangement.
  - You may request a payment date that is earlier or later than the notified due date. Refer to the note below regarding late payments.
  - Where a payment cannot be processed by the date you requested or the Super SA assessed date, Super SA will attempt to direct debit your account on the next possible business day. Payments that cannot be debited within 14 days of the requested or due date will not be debited. You will need to make other arrangements for these payments.
2. If you have entered into an arrangement to make periodic payments and you wish to defer or vary the terms of the arrangement, phone Super SA on 1300 369 315.
3. A period of at least 14 days notice will apply where Super SA proposes to vary the details of an arrangement. You will need to allow at least five business days for processing where you propose to vary the details of an arrangement and Super SA agrees to your proposal.
4. You will only be liable for debit items made in accordance with your DDR. Super SA will advise you in writing of any debit items, as indicated in items 1 and 2 of this agreement.
5. If you wish to dispute any debit item, phone 1300 369 315 or provide full details in writing to:
 

Super SA  
GPO Box 48  
Adelaide SA 5001

Super SA will make every attempt to ensure that direct debit item disputes are resolved within ten business days.
6. It is your responsibility to have sufficient clear funds available in your account on the requested or due date to permit the payment of debit items initiated in accordance with your DDR. Refer to the note below regarding late payments.
7. Super SA will make every attempt to ensure that due dates do not fall on non-business days. If a due date falls on, or you specify a non-business day, the debit item will be processed on the next business day. You may direct any enquiries regarding non-business day debit processing to the financial institution branch where your account is held.
8. If a debit item is returned unpaid by your financial institution you may be liable for any dishonour fees charged by that financial institution. Refer to the note below regarding late payments.
9. A DDR remains in force until it is cancelled. If you wish to cancel a DDR or stop any individual debit item, you must give at least ten business days notice to Super SA.
10. If you change your account and want to continue using direct debit, you will need to complete a new Direct Debit Request (DDR) form. You can obtain a DDR at Super SA, GPO Box 48, Adelaide SA 5001.
11. Direct all queries, requests for cancellation of a DDR or requests to stop individual debit items to Super SA.
12. Super SA ensures the privacy of any personal information supplied. Some information may be given to financial institutions involved in the event of a direct debit item dispute, or to verify that the Super SA has received a DDR from you.
13. Direct debit is not available on all accounts. If in doubt, check with your financial institution.
14. Super SA does not provide facilities to debit credit cards.