

# Has the Fund Selection Notice been completed correctly?

Once an employee's eligibility has been confirmed, you can use the following checklist to help ensure each employee's Fund Selection Notice has been completed correctly before forwarding to your payroll team. This checklist should be used in conjunction with a Fund Selection Notice that has been submitted for processing.

## 1. Personal Details

### 1. Has the employee provided full and complete personal details?

- No** - this form has not been completed correctly, please return the form to the employee
- Yes** - proceed to next section

## 2. Fund Selection

### 2. Has the employee selected one, and only one, of the four options?

- No** - this form has not been completed correctly, please return the form to the employee
- Yes** - Option 1 or 2 has been selected: Proceed to Question 5
- Yes** - Option 3 has been selected: Proceed to Question 3
- Yes** - Option 4 has been selected: Proceed to Question 4

### 3. Has the employee completed the following sections of the form?

- Name of the fund
- Super fund member number
- Super fund Australian Business Number (ABN)
- Super fund Unique Superannuation Identifier (USI)
- Required documentation has been provided as outlined on the Fund Selection Notice (ie. Letter of Compliance from the selected fund)
- No** - this form has not been completed correctly, please return the form to the employee
- Yes** - please proceed to Question 5

#### 4. Has the employee completed the following sections of the form?

- Name of the Self Managed Super Fund (SMSF)
- SMSF Australian Business Number (ABN)
- Electronic Service Address (ESA)
- SMSF bank account name and a copy of the most recent SMSF statement
- BSB and account number
- Required documentation has been provided as outlined on the Fund Selection Notice Form
- No** - this form has not been completed correctly, please return the form to the employee
- Yes** - please proceed to Question 5

#### 5. Employee declaration

##### 5. Has the employee signed and dated the Employee declaration?

- No** - this form has not been completed correctly, please return the form to the employee
- Yes** - please complete **6. Employer to complete**. Please **sign, date and submit** the completed Fund Selection Notice and supporting documentation to your payroll team to ensure legislative timeframes are met

Employers must provide their payroll team with the form as soon as possible to enable it to be processed within the timeframes required under the Triple S Act.<sup>8</sup> Employers need to provide forms and requests to their payroll provider in a timely manner to allow for requests to be actioned by the legislated timeframes. These timeframes may be outlined in any service level agreement between the employer and payroll provider where applicable.