

Griffith ID: s.....

Surname: .....

Given Name: .....

Phone (Work): .....

Mobile Phone: .....

If you are choosing a superannuation fund for the first time, you must provide a Standard Choice of Fund Form. This form can be found through:

- Griffith Portal > Employment > Pay, Conditions and Benefits > Payment and Other Forms > ATO Standard Choice Form or at
- [https://www.ato.gov.au/forms/superannuation-\(super\)-standard-choice-form/](https://www.ato.gov.au/forms/superannuation-(super)-standard-choice-form/)

**I request the following changes to my superannuation contributions (tick or fill applicable):**

Griffith University recommends that employees seek independent financial advice before participating in any salary sacrifice arrangements.

**Please note:** Caps (limits) apply to both concessional and non-concessional superannuation contributions. If these caps are exceeded, additional tax will be payable. Member before tax contributions to superannuation (standard and voluntary) will be reported on your payment summary as Reportable Employer Superannuation Contributions (RESC). Please refer to [www.ato.gov.au](http://www.ato.gov.au) for further information.

**BEFORE TAX DEDUCTION TO MY CHOICE OF FUND – SALARY SACRIFICE (CONCESSIONAL)**

a) Cease **VOLUNTARY** Before-Tax contributions to .....  
*Fund Name*

b) Commence **VOLUNTARY** Before-Tax contributions to .....  
*Fund Name*  
of: \$....., OR .....% per fortnight (This replaces any existing voluntary arrangements).

**AFTER TAX DEDUCTION TO MY CHOICE OF FUND (NON\_CONCESSIONAL)**

c) Cease **VOLUNTARY** After-Tax contributions to .....  
*Fund Name*

d) Commence **VOLUNTARY** After-Tax contributions to .....  
*Fund Name*  
of: \$....., OR .....% per fortnight (This replaces any existing voluntary arrangements).

**PLEASE ACTION THE ABOVE CHANGES FROM:**

The Next Available Pay Period OR from the pay period commencing: .....

Employee Signature: ..... Date: .....

FORWARD COMPLETED FORM TO: [payroll@griffith.edu.au](mailto:payroll@griffith.edu.au)

HR SERVICES USE ONLY		
PPC:	Entered on:	Entered By: