

Pay Cycle - please tick

- Fortnightly  
 Monthly



## VOLUNTARY SALARY SACRIFICE CONTRIBUTIONS ELECTION

Complete this form to commence, vary or cancel voluntary **SALARY SACRIFICE** contributions to:

Superannuation Fund Name: \_\_\_\_\_  
Superannuation Fund ABN: \_\_\_\_\_  
Membership Number: \_\_\_\_\_

### 1. EMPLOYEE DETAILS

EMPLOYEE NAME	_____	_____	_____	_____	____/____/____
	<i>Title (Mr, Ms, etc)</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Surname</i>	<i>Date of Birth</i>
POSTAL ADDRESS	_____	_____	_____	_____	_____
	<i>Number</i>	<i>Street</i>	<i>Suburb</i>	<i>State</i>	<i>Post Code</i>
TELEPHONE	_____	_____	_____		
	<i>Home</i>	<i>Work</i>	<i>Mobile</i>		
EMPLOYEE NUMBER	_____	_____	_____	_____	Hospital

### 2. REQUEST TO COMMENCE/VARY/AMEND VOLUNTARY SALARY SACRIFICE CONTRIBUTIONS

[Please select one of the following three options and complete the appropriate fields]

I would like to **COMMENCE** making voluntary salary sacrifice contributions to the \_\_\_\_\_  
*Please insert name of superannuation Fund*

Commencement date: \_\_\_\_\_ *N.B. This date must be at least one calendar month after the date of this Election.*

Annual Amount: \$ \_\_\_\_\_ p.a.  
or \_\_\_\_\_ % p.a.

I would like to **VARY** my voluntary salary sacrifice contributions to the \_\_\_\_\_  
*Please insert name of superannuation Fund*

Commencement date: \_\_\_\_\_ *N.B. This date must be at least one calendar month after the date of this Election.*

New Annual Amount: \$ \_\_\_\_\_ p.a.  
or \_\_\_\_\_ % p.a.

I would like to **CANCEL** my voluntary salary sacrifice contributions to the \_\_\_\_\_  
*Please insert name of superannuation Fund*

Cancellation date: \_\_\_\_\_ *N.B. This date must be at least one calendar month after the date of this Election.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

### 3. TO PROCESS – RETURN TO YOUR PAYROLL TEAM

**Fortnightly paid employees** --- The form should be sent to your Payroll Team. A list of Payroll addresses is located on the Ramsay intranet under [Departments > Payroll > Payroll Contact List](#)

**Monthly paid employees** --- Fax to 02 9433 3468

Information on superannuation and recent changes made by the government can be found by visiting the ATO website at [www.ato.gov.au](http://www.ato.gov.au)

*N.B. Other than ceasing your current voluntary additional contributions, which may be done at any time on at least one calendar months' notice, you may only make TWO elections in any financial year*