

Leave without pay



Super SA



Lump Sum

Please complete this form in **BLOCK LETTERS** using a **BLACK PEN** and return the signed original to your pay office for authorisation.

To find out more visit supersa.sa.gov.au or call **1300 369 315**

Super ID:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1. Personal details

Title

Date of birth / /

Given name(s)

Family name

Email address*

Mobile phone*

Work phone

Home phone

Street address

Suburb

State

Postcode

Name of agency

Employee number

2. Notification of leave without pay

1. Period of leave without pay / / to / /

2. Period of any leave (e.g. long service leave or annual leave) taken with leave without pay (*leave blank if not applicable*) / / to / /

3. 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 / /

4. Reason or purpose for leave without pay

*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 updating your communication preferences in our online member portal or by contacting Super SA. If you opt out of marketing communications, you will still receive important account information from us.

Leave without pay



Lump Sum

Please complete this form in **BLOCK LETTERS** using a **BLACK PEN** and return the signed original to your pay office for authorisation.

3. After-tax contributions to super during leave without pay

Please select how you would like to undertake your after-tax contributions below:



By choosing to maintain member contributions during your LWOP:

- Your employer will continue to make contributions, ensuring that your final entitlement continues to accrue.
- You will also maintain your Death and Total and Permanent Disablement cover as if you were in receipt of salary.

Option 1

I wish to make after-tax contributions during my period of leave without pay by having fortnightly payments deducted from my bank account.

I/We authorise Super SA, to arrange for funds to be direct 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.

Account Name(s):

BSB

Account number

Super SA will confirm the fortnightly payment or lump sum amount in writing once this form is processed.

Option 2

I wish to make after-tax contributions during my period of leave without pay by making a lump sum payment. I understand that I will be provided the dollar amount and the BPAY details for this payment at a later date once this form has been processed.

Option 3

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.

4. Member declaration

I declare that the information I have provided on this form is true and correct.

Member Signature

Date

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

All account signatories may be required to sign on joint accounts. If second signatory is required on your account, sign here to authorise the direct debit.

Signature

Date

5. Agency Authorisation (by the 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 1 or 2 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 Leave Without Pay (LWOP) application under Regulation 49 of the *Superannuation Regulations 2016*. If the Super SA Board approves LWOP in excess of 12 months under Regulation 49 the host employer will be required to pay employer contributions for the entire period.

Agency Name

Agency Location

Name of Authorised Officer (please print)

Signature of Authorised Officer

Date

Phone

Authorised Officers: Please forward completed form to Super SA.

Leave without pay



Super SA



Lump Sum

Please complete this form in **BLOCK LETTERS** using a **BLACK PEN** and return the signed original to your pay office for authorisation.

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.

6. Direct Debit Request (DDR)


- Following receipt of your 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.
- 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 (08) 8214 7800.
- 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.
- 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.
- If you wish to dispute any debit item, phone 1300 369 315 or provide full details in writing to:
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - Direct all queries, requests for cancellation of a DDR or requests to stop individual debit items to Super SA.
 - 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.
 - Direct debit is not available on all accounts. If in doubt, check with your financial institution.
 - Super SA does not provide facilities to debit credit cards.


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.


Contact us

 **EMAIL** supersa@sa.gov.au

 **POST** GPO Box 48, Adelaide SA 5001

 **WEBSITE** supersa.sa.gov.au

 **PHONE** 1300 369 315

 **MEMBER CENTRE, Karna Country**
Ground floor, 151 Pirie St Adelaide SA 5000
(Enter from Pulteney Street).