

Notes for employers

When to complete this form

Please send this form to us within 7 days of the end of each contribution period.

You should use this form to advise us of an employee ceasing employment or if an employee has selected another complying superannuation fund for their contributions.

How to send it

You can write or type the information onto this form, or you can extract it from your payroll system as a paper copy printout.

Where to send it

First State Super
PO Box 1229
Wollongong NSW 2500

Any questions?

Your *Employer Easy Reference Guide* has information about your responsibilities as an employer and procedures to follow when you are sending contributions to First State Super on behalf of your employees. You can also obtain information and forms from the First State Super website, or you can email questions to the Employer Relationship Officer at FTC_Employer_Contact@pillar.com.au or call (02) 4298 6013.

Employer contact details

Please include a contact number for the person completing the form.

Date of birth confirmed

Please place a cross (X) next to the Date of birth field if you have verified the member's date of birth having first seen an original or certified copy of any of these documents:

- birth certificate or
- passport, or
- certificate of Australian citizenship, or
- certificate of evidence of Australian residency, or
- current RTA photo driver's licence.

If you have not seen any of these documents, do not tick the box.

Member or payroll number

All members are issued with a member number that should be used every time you complete this form. If this number is not available, you can use the member's payroll number.

Exit reason

The reason shown should be either:

- exit (ie. resignation, dismissal, discharge or retrenchment), or
- retirement, or
- invalidity, or
- death, or
- electing other complying fund.



Return the completed form to First State Super PO Box 1229 WOLLONGONG NSW 2500

If you have any enquiries please call Customer Service on **1300 650 873** between 8:30 am and 5:30 pm AEST from Monday to Friday for the cost of a local call (unless calling from a mobile or pay phone).