

STAFF MEMBER DETAILS

Surname

Given Name(s)

Email

Phone

Staff ID

Please return completed form to:
Superannuation Team
 c/- People, Talent & Culture
 Level 3, 101 Currie Street
 Adelaide SA 5000
 (e) superannuation@unisa.edu.au
 (p) (08) 8302 1637

IMPORTANT INFORMATION

WHAT IS THE PURPOSE OF A ONE-OFF PAYMENT (PRE-APPROVAL) AGREEMENT?

The ATO Tax Ruling TR2001/10 states that an effective salary sacrifice agreement will exist where an employee agrees to receive part of their remuneration as a benefit prior to having earned the salary/wages.

The One-Off Payment (Pre-Approval) Agreement will put an effective salary sacrifice agreement in place for future qualifying one-off payments. It does not apply to regular earnings. If you would like to salary sacrifice regular earnings, you will need to complete the [Regular contributions to super form](#).

BY SIGNING THIS FORM, DOES THIS MEAN THAT I HAVE TO DIRECT THE ONE-OFF PAYMENT TO MY SUPERANNUATION?

The eligibility and value of future one-off payments is determined retrospectively. This makes it impossible to nominate a value for a future salary sacrifice contribution. As such, when the eligibility and value of a future one-off payment is determined, a secondary election to nominate the value to be contributed is required.

If no further instruction is received, it is taken as an election to contribute \$0, and all of the one-off payment will be paid as salary.

WHAT HAPPENS IF I DO NOT SIGN AND RETURN THIS FORM?

Where an individual chooses not to sign and return this form, they will not have an effective salary sacrifice agreement in place for future one-off payments. This means that the total value of any one-off payment will be paid as salary.

CAN I CHANGE MY MIND/ELECTION ABOUT THIS PRE-APPROVAL AGREEMENT IN THE FUTURE?

Yes. If the staff member has returned a valid One-Off Payment (Pre-Approval) Agreement, it can be revoked by providing written instruction to the Superannuation Team.

If the staff member has not returned a valid One-Off Payment (Pre-Approval) Agreement, the staff member can submit a completed form to the Superannuation Team. The election will only apply to one-off payments yet to accrue. For example, in the case of Senior Staff Performance Payments, this is prior to 1 January of the year that work performance is measured.

WHO SHOULD I COMMUNICATE WITH ABOUT MY CHOICES TO SALARY SACRIFICE ONE-OFF PAYMENTS?

All questions and/or submission of superannuation elections should be directed to the University's Superannuation Team (superannuation@unisa.edu.au).

It is recommended that staff members seek their own personal financial advice in regard to salary sacrifice, taxation and superannuation.

Signed _____

Dated ____/____/____

Central Office Use Only			
Effective Date		Date Entered	
Superannuation		Checked By	