



# Annual Review 1 October 2011

## What is the annual review?

The annual review is when your NTGPASS contribution salary is adjusted to take into account any salary increases, promotions or changes to your part-time status during the previous twelve months. The annual review takes place on 1 October. Your new contribution salary for the 2011-12 year is the salary and approved allowances that you are in receipt of as at 1 October 2011. Changes resulting from this year's annual review will take effect on payday 13 October 2011 (pay 8).

## What do I have to do?

If you wish to vary your percentage rate please complete Part A of the form below, sign it, and return it by fax, email or post to your **payroll section** by 23 September 2011. Your payroll section will update your superannuation salary and fortnightly contribution.

If you wish to remain contributing at your current percentage rate you do not need to do anything.

## What if my salary has decreased?

If you think your salary and/or approved allowances may have decreased (other than due to undertaking or varying part-time employment) you may elect to have your contribution amount calculated on your previous higher contribution salary, that is the contribution salary recorded on 1 October 2010. To do this, please check the box in Part B of the form below, sign it in the space provided and return it by fax, email or post to your payroll section by 23 September 2011.

Please refer to our website [www.nt.gov.au/ntt/super](http://www.nt.gov.au/ntt/super) for more information about NTGPASS or contact the NT Superannuation Office on (08) 8901 4200 or 1800 631 630 or via email at [ntsuperannuation@nt.gov.au](mailto:ntsuperannuation@nt.gov.au).



## Election to vary NTGPASS contribution rate

Please complete the following details and return to your payroll section by 23 September 2011.

Full name:			
Employing agency:		Payee ID (AGS):	

### Part A

I hereby elect a new contribution rate of:

2%       3%       4%       5%       6%

*Note: To make additional voluntary and salary sacrifice contributions you must contribute at 6%.*

I understand that this new elected contribution rate will take effect from payday 13 October 2011 and will remain in force until varied at a subsequent annual review date.

### Part B

If my contribution salary has decreased, I request that my previous higher contribution salary be maintained for superannuation purposes.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### PAYROLL USE ONLY

Place form on employee's personnel file. This form may be requested by the Superannuation Office at a later date.

Change of rate actioned by: _____		
Name	Signature	Date