

## Personal contribution form for accumulation accounts

### Who should use this form?

This form should be used by retained members and spouse members who want to make a personal contribution to their NTGPASS accumulation account.

**Active contributing members** who want to make an additional personal contribution above their compulsory contributions of between 2% and 6% of salary each fortnight should use the *Personal contribution form for contributing NTGPASS members (NTG-F14)*.

### What is a personal contribution?

Personal contributions (also known as non-concessional contributions) must be made from after-tax income. The NT Superannuation Office cannot accept salary sacrifice or employer contributions to an accumulation account held by a retained or spouse member.

Contributions are added to the account and earn interest at the fund's crediting rate. The contributions are not taxed on entry or exit from superannuation.

### Non-Concessional Contribution Caps

The personal contribution will count towards your non-concessional contribution cap, which is \$150 000 each financial year. Any contributions made by a spouse to your account will also count towards your cap. The cap operates on a 'use it or lose it' basis, that is, you cannot credit any unused amounts to a future year. Any contributions that exceed the caps will be subject to additional tax of 46.5%.

If you are under age 65, you can bring forward two years of contributions, enabling \$450 000 to be contributed in one year, with no further contributions in the next two years.

If you are aged 65 to 74, you need to satisfy the work test to be eligible to make personal contributions. That is, you must have worked at least 40 hours in a period of 30 consecutive days in the same financial year the contribution is made.

If you are aged 75 or over, you are not eligible to make personal contributions to a superannuation fund.

### Tax File Number (TFN)

A superannuation fund cannot accept voluntary contributions without a valid TFN. If the NT Superannuation Office already has your TFN recorded you do not need to provide it again.

### Making a personal contribution

#### Option 1: Regular payroll deduction

This is only available to **current** NT public sector employees. It allows you to make a regular personal contribution from your pay each fortnight. Please note, you may suspend or vary your personal contributions using this form. Contributions will be commenced or varied in the next available pay period.

#### Option 2: Lump sum payment

Allows you to make a one off lump sum payment which can be made by one of three methods:

- i. **Cash** payments can be made over the counter at the NT Superannuation Office (maximum \$1000).
- ii. **Cheque or Money Orders** made payable to NTGPASS, can be sent to the NT Superannuation Office postal address. The cheque account must be in your name or, if it is a joint account, you must be one of the joint holders. Bank cheques are acceptable.
- iii. **Electronic Funds Transfer (EFT)**. Please refer to EFT payment details below.

#### Option 3: Regular fortnightly EFT payments

Allows you to make regular payments from your account with a financial institution to your NTGPASS account. Please refer to EFT payment details below.

#### EFT payment details

For EFT payments you **must** use your NTGPASS member number as a reference for the transfer. Failure to do so may result in a delay in contributions being credited to your account. The bank details to use are:

**BSB:** 035-301

**Account number:** 990220

**Account name:** NTGPASS

**Reference details:** insert your member number

### Disclaimer

The information made available in this form is provided as a guide only and has been prepared without taking into account your personal objectives and financial needs. You should consider any information on this form in light of your personal circumstances. You may wish to consult a licensed financial planner to do this. The Commissioner of Superannuation and the Northern Territory of Australia accepts no responsibility for any losses arising from any use or reliance upon the information or conclusions reached using the information.

## Personal contribution form for accumulation accounts

### Personal details

Member no. or AGS			
Full Name			
Postal Address			
Residential Address			
Email			
Date of Birth		Phone (b/h)	
Tax File Number*		Mobile No.	

\* Australian tax legislation requires you to provide your Tax File Number (TFN) to your superannuation fund, which will only be used for lawful purposes. If you have previously given your TFN to the NT Superannuation Office, you do not need to supply it again.

### Contribution eligibility

You must satisfy one of the following criteria to be eligible to make a personal contribution (please tick):

- I am under the age of 65.
- I am age 65-74, and have worked at least 40 hours in a continuous 30 day period in the current financial year.

### MAKE YOUR CONTRIBUTION *please choose one (or more) of the following payment options.*

#### Option 1: Regular payroll deductions

*Current NT public sector employees only*

<b>Declaration</b> (please tick)	
<input type="checkbox"/> I authorise the deduction of spouse contributions from my pay at the next available opportunity.	
Employing Agency	
<input type="checkbox"/> Commencing fortnightly personal contribution amount	\$
<input type="checkbox"/> Variation to fortnightly personal contribution amount (new amount)	\$
<i>Payroll Deduction Code (SP0003)</i>	

## Option 2: Lump sum payment - cash/cheque/money order/EFT

Return the form with your payment to the NT Superannuation Office.

Amount in numbers	\$	<input type="checkbox"/> Cash	<input type="checkbox"/> EFT transfer	<input type="checkbox"/> Cheque/Money Order
Amount in words				
Date of EFT transfer		Cheque/Money Order No		

## Option 3: Regular fortnightly EFT transfers

<input type="checkbox"/> <b>Commencing</b> fortnightly personal contribution amount	\$	
<input type="checkbox"/> <b>Variation</b> to fortnightly personal contribution amount (new amount)	\$	
Amount in words		
Date of first EFT transfer		

## Privacy statement

The Northern Territory Superannuation Office is a division of the Northern Territory Treasury, a Northern Territory Government Agency. The privacy and confidentiality of your personal information is important to the Northern Territory Superannuation Office. We are collecting the information on this form for the purpose of administering your superannuation account. The information collected will only be used for the purpose for which it was supplied and your information will not be disclosed to any third party unless required by law or authorised by you. To obtain further information about the NT Government privacy policy or the Information Act, please visit the Northern Territory Government website at [www.nt.gov.au](http://www.nt.gov.au)

## Member declaration

- I hereby authorise payment of a non-concessional contribution to my NTGPASS accumulation account as detailed on this form.
- Where option 1 or option 3 has been elected, I understand that I must notify the NT Superannuation Office if I decide to vary the amount of the contribution or cease regular contribution payments.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## Authorisation (Northern Territory Superannuation Office use only)

Authorising Officer: \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Print name* \_\_\_\_\_  
Date: \_\_\_\_\_

**PAYROLL: Please do not action without authorisation of the Northern Territory Superannuation Office.**