



## Step 2 – Contribution and payment details

Prior to making additional contributions to your super, please be aware that there are caps on how much you can contribute each financial year. If you exceed these caps there may be tax implications. You can find further information regarding the contribution caps via the ATO website [www.ato.gov.au](http://www.ato.gov.au)

A cheque for the amount shown below is attached.

After-tax contributions: \$



**Make cheque payable to:**  
Mercer Super Trust



**Please send the cheque and this form to:**  
Mercer Super Trust  
GPO Box 4303, Melbourne, VIC 3001

### Personal contributions

If you are making a personal contribution to super and would like to claim a tax deduction under section 290 -170(3) of the Income Tax Assessment Act 1997 for all or part of this contribution, please provide us a completed **Notice of intent to claim** form. This form must be provided within specified time frames or it will be invalid.

More information in respect of claiming a tax deduction and the required form is available from our website [mercersuper.com.au/superannuation/additional-personal-super-contributions/](http://mercersuper.com.au/superannuation/additional-personal-super-contributions/) or via the ATO website [www.ato.gov.au](http://www.ato.gov.au)

## Your privacy

We collect, use and disclose personal information about you in order to manage your superannuation benefits and give you information about your super. We may also use it to supply you with information about the other products and services offered by us and our related companies. If you do not wish to receive marketing material, please contact us on **1800 682 525**.

Our Privacy Policy is available to view at [mercersuper.com.au/privacy](http://mercersuper.com.au/privacy) or you can obtain a copy by contacting us on **1800 682 525**.

If you do not provide the personal information requested, we may not be able to manage your superannuation.

We may sometimes collect information about you from third parties such as your employer, a previous super fund, your financial adviser, our related entities and publicly available sources.

We may disclose your information to various organisations in order to manage your super, including your employer, the fund's administrator, our professional advisors, insurers, our related companies which provide services or products relevant to the provision of your super, any relevant government authority that requires your personal information to be disclosed, and our other service providers used to assist with managing your super.

In managing your super your personal information will be disclosed to service providers in another country, most likely to our administrator's processing centre in India. Our Privacy Policy lists all other relevant offshore locations.

Our Privacy Policy sets out in more detail how we deal with your personal information and who you can talk to if you wish to access and seek correction of the information we hold about you. It also provides detail about how you may lodge a complaint about the way we have dealt with your information and how that complaint will be handled.

If you have any other queries in relation to privacy issues, you may contact us on **1800 682 525** or write to our Privacy Officer, **GPO Box 4303, Melbourne, VIC 3001**.

## Step 3 – Sign the form

By signing this form I confirm that:

- I understand and consent to my information being collected, disclosed and used in the manner set out in this form.
- I acknowledge that my contribution will be processed by the trustee as requested in this form.

Signature

Date

/   /

**Please return your completed form and cheque to the Mercer Super Trust, GPO Box 4303, Melbourne, VIC 3001.**