

Section 3: Selecting your contribution method and frequency

Contribution method

Online Webpay (Recommended)

Employer Access makes it easy to enter and pay contributions, update your employee records, run and print reports and check online transaction history. If you would like to use this method please complete and attach the Employer Online Webpay application form to this application.

BPAY®

BPAY® offers a simple and convenient method for you to make payments to Club Plus, including super guarantee obligations, salary sacrifice and member voluntary contributions. There is no need to send in a contribution return, your payments are allocated straight to your employees. Best suited for employers with 1-3 employees. ®Registered to BPAY® Pty Ltd ABN 69 079 137 518.

Contribution return

A Contribution return is sent to you monthly or quarterly. You will need to tell us the contribution amount for each member and send us a cheque for the total.

Contribution method

Monthly – I wish to pay contributions on a monthly basis. (Recommended)

Quarterly – I wish to pay contributions on a quarterly basis. I confirm that any voluntary contributions made by our employees from their payroll will be sent to Club Plus Superannuation within 28 days of the end of the month in which they were deducted.

Contribution start date

Month you wish to start making contributions for

Section 4: First member details

Please complete: the member details section for one of your employees on whose behalf you would like to pay contributions when you join Club Plus Superannuation.

Your Participating employer application cannot be accepted without the details of at least one member and payment.

If you are joining Club Plus for more than one employee, additional members' details can be provided through *Employer Online* or by completing the *New enrolments* side of the Contribution return.

For each employee who is not an existing Club Plus Superannuation member, give them a Club Plus Superannuation Industry Division Member Booklet and Product Disclosure Statement before providing their details on the contribution return.

If you do not have sufficient supply of the Club Plus Superannuation Industry Division PDSs, please contact us on 1800 210 098 and we will send out the requested number of PDSs.

Employee's Club Plus Superannuation member number (if already a member)

NOTE: If your employee joined Online add their member number here.

Date of Birth (DD/MM/YY)

Gender M/F

Mr/Mrs/Ms/Miss

Surname

Given Names

Street Number / PO Box

Street Name

Suburb / Town

State

Postcode

Telephone

Mobile

Preferred email address

Date joined employer (DD/MM/YY)

Tax file number (if you have it)

Please go to next page to provide more details and sign the form

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Employer direct debit request for Employer Access



Please complete this form in **black ink** using **BLOCK** letters.

Please return this completed form to: Club Plus Administration, Locked Bag 5007 Parramatta NSW 2124.

Section 1: Employer details

Employer Number	Month deductions to commence (DD/MM/YY)	
<input type="text"/>	<input type="text"/>	
Mr/Mrs/Ms/Miss	Surname	
<input type="text"/>	<input type="text"/>	
Given Names		
<input type="text"/>		
Street Number / PO Box	Street Name	
<input type="text"/>	<input type="text"/>	
Suburb / Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		

Section 2: Details of the account to be debited

Name of Financial Institution		
<input type="text"/>		
Street Number / PO Box	Street Name	
<input type="text"/>	<input type="text"/>	
Suburb / Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Account to be debited		
<input type="text"/>		
BSB Number	Account Number	
<input type="text"/>	<input type="text"/>	

Section 3: Business/Company details

I/We,	
Mr/Mrs/Ms/Miss	Surname
<input type="text"/>	<input type="text"/>
Given Names	
<input type="text"/>	
Company Name	
<input type="text"/>	
Australian Business Number (ABN)	
<input type="text"/>	
authorise Club Plus Superannuation Pty Limited ABN 26 003 217 990 as Trustee for Club Plus (User ID No. 125471) to arrange for funds to be debited from my/our account at the financial institution identified above and prescribed through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Service Agreement.	
Your Signature	Date (DD/MM/YY)
<input type="text"/>	<input type="text"/>
Co-signature (all signatures may be required for joint accounts)	Date (DD/MM/YY)
<input type="text"/>	<input type="text"/>

Employer Direct Debit Request Service Agreement



Why an agreement?

Through the Direct Debit Request (DDR) you are allowing us to debit amounts from your bank* account. The amount, how often and the date we will debit your account depends on what you instructed us to do.

If Club Plus wants to change this agreement

We will notify you at least 14 days before making any changes to this agreement.

If you want to change your direct debit or make an enquiry

Please contact our customer service staff (see details below) if you wish to:

- delay or change your direct debit - you need to advise us at least three days before the date we will debit your bank account or;
- cancel the DDR - you need to advise us at least three days before the date we will debit your bank account.
- dispute a debit that has been made from your bank account - Club Plus will respond to your dispute within five business days.

Weekends and public holidays

We will always try to debit your account as per your instructions, except when the due date falls on a weekend or public holiday. In this case we will debit your account on the next business day.

Make sure you have enough money in your account

You should make sure that you always have enough cleared funds in your account for us to debit your account.

If there isn't enough money (that is, cleared funds) in your account, we will still make the debit.

But if your bank dishonours the debit we may pass on to you any dishonour fees and/or any costs incurred by Club Plus.

Confidential

We will keep your bank account details confidential except when a court order applies, if Club Plus's bank needs information about your account, or if you give us permission to reveal your bank details.

Check that you give us your correct details

Before completing the Club Plus Direct Debit Request, please check with your bank that:

- your bank account accepts direct debiting as some accounts don't; and
- the account number you give us is correct (refer to your bank statement or contact your bank if necessary).

**Please note that where we talk about 'bank', this could also mean other financial institutions.*

Our customer service staff can be contacted between the hours of 8:00am and 8:00pm EST as follows:

Freecall **1800 210 098**