

Annex 3.5.J: Bonus payment election

Note: This form is an approved form for the purposes of Chapter 1 Part 2 section 1.2.5, Forms.

This form is to be used in many ADF bonus schemes to elect the way that the bonus is to be paid. It must be submitted with the other forms prescribed by the scheme.

Taxation and superannuation

A pre-taxation salary sacrifice contribution can be made to your superannuation fund. There are caps on how much you can contribute to superannuation in this way each financial year. If you contribute more than the cap you may have a taxation debt. The Australian Taxation Office website has more information on concessional caps and superannuation.

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(Rank) (Last name) (Given name) (Employee ID)

There are three options for payment.

- Option one: Paid into the member's normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.
- Option two: As an employer contribution to superannuation. You will only be able to vary this election before the payment is processed.
- Option three: As a combination of these.

All members are strongly advised to seek professional financial advice when making this decision. ADF members are not qualified to provide this advice.

Part A: Election to pay into bank or superannuation

I choose this payment method for my bonus:

- Option one:** [] Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.
- Option two:** [] The full amount paid as an employer contribution to superannuation. I have nominated a superannuation fund in Part B of this form.
- Option three:** []
 1. _____% of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund in Part B of this form.
 2. The balance of the amount paid into my normal pay account.

*Tick one box. Only select **one** of the options.*

Part B: Superannuation fund nomination

This section must be completed if either option two or three has been selected for one of the items in Part A. I understand that if I select option 2 there may be a cost I must pay.

Option one: [] Paid as an employer contribution into my Military Superannuation and Benefits Scheme ancillary account.

Refer to the Military Superannuation website for more details on the Military Superannuation and Benefits Scheme. This includes information on the ancillary account.

Option two: [] Paid as an employer contribution into another fund. This may be an eligible choice, industry or self-managed superannuation fund.

I understand that the Department of Defence will not be responsible for the contribution. Instead the Department of Defence will pay the money to Smartsalary, the company contracted to administer salary sacrifice arrangements. Smartsalary will then pay the money into my superannuation fund.

I acknowledge that I must arrange the contribution with Smartsalary

I understand that if I do not already have an account with Smartsalary I must take the following steps.

- a. I must register with Smartsalary.
- b. I must fill out a Smartsalary Salary Packaging Application Form. This can be found on their website at <http://www.smartsalary.com.au/>.
- c. I can only complete this election when Smartsalary have confirmed that these arrangements are in place.

The Smartsalary account number for this contribution is

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