



Employee tax and super details

Instructions

Employee

Give this document to your **employer** so they can **make contributions to your chosen fund**.

If you do not give the printed summary to your employer, they may need to contact us to find out which fund they should contribute to. This is known as your [stapled super fund](#). If you have provided a previous super choice to us, we will provide this information to your employer.

Correct information about your stapled super fund is needed for your employer to pay super contributions. Your employer may choose not to accept this form if you do not provide:

- all of the information requested on this form
- a letter from your fund stating that they are a complying fund and that they will accept a contribution from your employer.

To change these details, go to the Employment menu in ATO online services from your myGov account.

ABN/WPN

Employment type

Employer

The information provided below will allow you to determine the **amount of tax to be withheld** from payments and to notify you of **your employee's chosen super fund or RSA details**.

If your business software supports it, you can use the **event ID** to electronically retrieve the information contained in this document from the ATO.

If your employee has not made a choice of fund, you may be required to obtain the employee's stapled super fund details to meet your choice of fund requirements.

Do not return this document to the ATO.

Event ID:

Personal details

Name

Tax File Number (TFN)

Date of birth

Residential address

Preferred phone number

Email

Residency status for tax purposes

Tax withholding and medicare levy variation

Claim tax-free threshold

Additional withholding amount

Education loan withholding

Medicare levy variation

Super fund choice details

Super fund nomination

Account number

Fund ABN

USI

Electronic service address

Financial institution account details