Contribution remittance advice

Complete this form if you are making contributions by cheque (this form may be photocopied for further contributions)

Name of Plan

Plan number (if known)

Pay period ended (DD/MM/YYYY)

Member[1] number (if known)	**Name (Surname, First name) Tax File Number (TFN)**	**Compulsory employer (award/SG) contributions $**	**Voluntary employer contributions $**	**Personal contributions[2] $**	**Salary sacrifice contributions $**
	TFN:				
	TFN:				
	TFN:				
	TFN:				
	TFN:				
	TFN:				
	TFN:				
	TFN:				
	Total	**$**	**$**	**$**	**$**
Make your cheque payable for this amount to MLC				**Grand Total**	**$**

1 Please complete the **New Enrolment Details form** for new members.

2 Before you provide TFN information for employees, you need to consider the following:

- employee TFN details are confidential
- we are authorised to collect TFN(s) of the employee by tax laws, the Superannuation Industry (Supervision) Act 1993 and the Privacy Act 1988 and these details are required for us to accept personal contributions
- employees are not obliged to provide a TFN, and failing to provide a TFN is not an offence, but if we do not have a TFN, personal contributions will be sent back to you
- failure to provide an employee's TFN may result in additional taxes being imposed on employer and salary sacrifice contributions and the employee may also miss out on government co-contributions
- penalties can apply to you if you fail to quote an employee's TFN to us within 14 days of them providing it to you.

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