

Refer to [Salary Sacrificing](#) before completing this application.

Use the submit button below to send your completed form to payroll@scu.edu.au. The form must be received **at least 2 weeks** prior to the effective pay day.

Name:

Work unit:

Staff ID no:
(As shown on your Staff Card)

SUPERANNUATION CONTRIBUTIONS

- Change **COMPULSORY MEMBER CONTRIBUTION** to: Pre-tax
 Post-tax

- Make additional **VOLUNTARY CONTRIBUTIONS**:

Fortnightly contributions of \$ % Pre-tax
 Post-tax

This replaces any existing arrangements. To cease an existing arrangement, email payroll@scu.edu.au.

SG FLEET

- Commence **VEHICLE DEDUCTIONS** (Novated Lease)
- Commence other **SG FLEET DEDUCTIONS**: Please specify:

Deductions will be made in accordance with the payment variation authority provided by SG Fleet.

TERMS AND CONDITIONS

I have read and understood the University's information on [salary sacrificing](#), including the disclaimer, and agree to abide by the provisions in the documentation on salary sacrificing which may be varied from time to time.

I acknowledge that:

- the University has advised me to seek independent expert financial advice before entering into this salary sacrificing arrangement and I have considered any financial implications, including those around superannuation contributions caps that may apply;
- I am responsible for monitoring my superannuation contributions in relation to any superannuation contribution caps;
- should I cease fixed-term or continuing employment with Southern Cross University, I will be responsible for all outstanding monies relating to my salary sacrificing arrangement; and
- the University reserves the right to terminate salary sacrificing arrangements.

Signature: Date:

Privacy notice

Southern Cross University collects, stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, unless we are required by law. The requested information is required to facilitate your employment; it is not required by law. To access or update your information please contact hr@scu.edu.au. For further information refer to the University's [Privacy Management Plan](#).

