

# Qantas Super

## Changing your regular income payment

### About this form

Use this form to change the amount, payment frequency, bank details or to establish automatic CPI increases for your regular income payments. For information on changing your regular income payments, please see the Qantas Super Gateway Product Disclosure Statement (Gateway PDS) available on our website at [www.qantassuper.com.au](http://www.qantassuper.com.au) or contact the Qantas Super Helpline.

**Once you've completed the form, please sign it and return it to Qantas Super, GPO Box 4303, Melbourne, VIC 3001. If you're unsure of your decisions, we recommend that you seek advice from a licensed financial adviser.**

### If you need help completing this form

For assistance call the Qantas Super Helpline on 1300 362 967, Monday to Friday, 8am to 7pm (AEST).

<b>Step 1 – Complete your personal details</b>			<i>Please print in black or blue pen, in uppercase, one character per box.</i>			A		
Division	<input type="text"/>							
Title	Mr <input type="radio"/>	Mrs <input type="radio"/>	Ms <input type="radio"/>	Miss <input type="radio"/>	Other <input type="checkbox"/>	Date of birth <input type="text"/>		
Given names	<input type="text"/>							
Surname	<input type="text"/>							
Residential address	<input type="text"/>							
Suburb	<input type="text"/>				State	Postcode <input type="text"/>		
Postal address (if different to above)	<input type="text"/>							
Suburb	<input type="text"/>				State	Postcode <input type="text"/>		
Daytime Telephone	<input type="text"/>			Mobile	<input type="text"/>			
E-mail	<input type="text"/>							
Membership number	<input type="text"/>			Income policy number	<input type="text"/>			
<b>Please note:</b> If you have more than one income policy, you must submit a separate request for each policy you wish to change.								

Issued by Qantas Superannuation Limited ABN 47 003 806 960 AFSL 288330 as Trustee for the Qantas Superannuation Plan ABN 41 272 198 829 (Qantas Super or Plan)



## Step 2 – Provide payment instructions

### Select your payment frequency

How often do you wish to receive income payments?

Fortnightly  Monthly  Quarterly  Half yearly  Annually

For annual payments, please nominate the first month in which your payment is to commence:   /

### Select your payment amount

I wish to receive (before tax) annual income payments as follows: *(Select one option only)*

Minimum amount permitted

OR  Nominated amount\* of \$       per payment

Maximum amount permitted (transition to retirement only)

\* This amount must be at least the minimum amount permitted and will be **gross of tax** where applicable. For transition to retirement only, the nominated amount must not exceed the maximum allowable (gross of tax).

### Please note:

- If you have not ticked an option above, payments will be made at the minimum amount permitted
- Your first income payment will be paid on the first available pay period after your valid request has been processed.

### Optional annual increase to your nominated payment amount (if left blank no increase will be applied)

Your payments will be increased from 1 July each year in line with the Consumer Price Index (CPI), unless you change this at a future date.

*(Select one option only)*

Nil  Consumer Price Index

Note: Any increase is subject to the minimum and maximum payment amounts permitted, where applicable.

## Step 3 – Provide us with your bank details

### Bank Account Details

Please pay my regular income payments to my nominated account as follows:-

- Existing bank account  
 New bank account

My new bank account details are as follows:

#### Name of Institution

#### Branch Name

#### BSB

#### Account Number

#### Account Name



## Step 4 – Privacy

The Trustee respects the privacy of your personal information and is committed to complying with the Australian Privacy Principles in the Privacy Act 1988 (Cth).

Our Privacy Policy sets out our approach to the management of personal information. Subject to the Privacy Act 1998 (Cth), you can have access to and seek correction of your personal information. Our Privacy Policy contains information about how you can access and seek correction of your personal information, how you may complain about a breach of your privacy and other important information about how your personal information is collected, used and disclosed.

Our Privacy Policy is available on Qantas Super's website, [www.qantasuper.com.au](http://www.qantasuper.com.au) or you can obtain a copy by contacting us on **1300 362 967**.

## Step 5 – Sign the form

By signing this form I:

- acknowledge that I have read and understood this form
- understand that the personal information contained in this form will be handled by the Trustee of Qantas Super to process my income payment variation
- understand that in processing my income payment variation, my personal information may be disclosed to or accessed by the Trustee and its administrator, government bodies and other parties as required and I consent to this handling of my personal information in this manner
- understand that under Australian Tax Office regulations, I must keep a copy of this form for five (5) years from the date completed
- acknowledge that if I've provided my email address details in this form, the Trustee may, at its discretion, use that email address to send information, including any member and exit statements and notices of any material changes or the occurrence of significant events, by electronic means
- understand that any change to the automatic annual increase of my income payments will apply from 1 July each year subject to the legislated minimum and maximum income payment requirements
- understand that should I change my regular income payment to either the minimum or maximum payment allowable, that any automatic annual increase will cease to apply effective immediately.

Signature

X

Date

/  /

**Please return your completed form to: Qantas Super, GPO Box 4303, Melbourne, VIC 3001.**

