



# Notification of individuals ceasing contributions to Spectrum Super

If you have an individual leaving employment or exercising their Choice of Fund, the reporting process has changed.

Superannuation legislation states that, super funds must process benefits and transfers for members within 30 days.

To ensure Spectrum Super complies with this legislation, we have put a number of procedural and administration changes in place for employers. These are outlined below.

## Individuals ceasing to be an employee

You must notify us as soon as possible about any individual that ceases to be an employee, such as those who resign or retire.

## Individuals who exercise Choice of Fund

You must also notify us if a member decides to exercise their Choice of Fund and as a result will no longer make contributions to Spectrum Super.

## Information required

Please include the following information for all notifications:

- member's full name and date of birth
- member number (if known)
- the date and amount of the member's final contribution

- date of termination of employee or effective date of Choice of Fund
- specify whether the notification is for an individual ceasing to be an employee or for an individual exercising their Choice of Fund.
- Please email notifications to us as soon as possible to [spectrum@awmlimited.com.au](mailto:spectrum@awmlimited.com.au).

Alternatively, if applicable, you may send a completed Employer Payment Authority form available from our website [www.spectrumsuper.com.au](http://www.spectrumsuper.com.au) under Brochures and Forms to:

Spectrum Super  
GPO Box 529  
Hobart Tas 7001

or fax it to us on 03 6215 5933.

## Additional correspondence from Spectrum Super

In order to efficiently process such requests you may receive additional correspondence from Spectrum Super via email. We will be contacting you if we require further information or clarification regarding a member's employment status.

For more information or for queries regarding the above changes, please contact Spectrum Super Customer Service on **1800 333 500**.

Spectrum Super is issued by IOOF Investment Management Limited (IIML)

ABN 53 006 695 021 AFSL 230524 as Trustee of the IOOF Portfolio Service Superannuation Fund ABN 70 815 369 818.

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