

## Retirement Scheme

# Employment Termination Advice

### About this form

This form is to be completed by the Employer to advise the Trustee of a member's termination of employment. Please do not complete this form if employment ceased due to a member's illness or injury (Invalidity). In the case of Invalidity, please complete an Employer Statement.

Please write in BLOCK letters (using a BLACK or BLUE pen) or type your details into this form.

### We're here to help

To be valid, this form must be fully completed, signed and dated. If you need assistance completing this form, you can call us on 1300 369 901, Monday to Friday from 8am to 8pm (AEST).

Please complete all sections of this form as applicable, sign and return the completed form by either; emailing it to [eissemployers@superfacts.com](mailto:eissemployers@superfacts.com) or posting it to: EISS Super GPO Box 7039, Sydney, NSW 2001.

### Step 1. Employer details

Employer name

Employer code

         

### Step 2. Member details

Member Number

         

Payroll number

         

Mr / Mrs / Ms / Miss / Other

     

Surname

Given name(s)

Date of birth   /   /

Eligible service date (date employment commenced)

  /   /    

Retirement Scheme exit date (date employment ceased)

  /   /    

Reason employment/membership ceased (select one option )

Resignation/Discharge/Dismissal

Retrenchment/Redundancy

Retirement  Death  Age 70  Opt out (member 65 or older)

Annual Superable Salary at Retirement Scheme exit date

 \$

If employee was part-time, please provide equivalent full-time Superable Salary

 \$

Have all contributions for this member been paid?

Yes  No

If 'No', please indicate when these are likely to be paid

  /   /

## Step 2. Member details – continued

Please select option/s that apply to you:

Type of contribution	Amount	Type of contribution	Amount
<input type="checkbox"/> Defined post-tax	\$ <input type="text"/>	<input type="checkbox"/> Award	\$ <input type="text"/>
<input type="checkbox"/> Defined pre-tax	\$ <input type="text"/>	<input type="checkbox"/> Top up post-tax	\$ <input type="text"/>
<input type="checkbox"/> Other (specify below)	\$ <input type="text"/>	<input type="checkbox"/> Top up pre-tax	\$ <input type="text"/>
<input type="text"/>			

### Retrospective salary adjustment (if applicable)

You need to provide us with revised salary figures where a member received a retrospective salary adjustment in the last 2-3 years' before exit and the adjustment would, if it had actually been paid from the date it was effective, have changed the member's Superable Salary figures you reported to us for the Annual Review Days of 31 December last year and the previous year.

This information will enable us to correctly determine the benefit entitlements of members whose benefits are calculated on Final Average Salary, which is the average of the exit salary and the salary payable at the two annual review days before exit.

Amended salary for 31 December last year      \$

Amended salary for 31 December previous year      \$

### Ordinary Time Earnings (OTE)

To determine if the employer benefit provided by the Scheme is of a value sufficient to have satisfied the Superannuation Guarantee requirements, the Retirement Scheme needs to collect the OTE as specified below.

OTE at 30 June this year      \$

OTE at 30 June last year      \$

## Step 3. Employer declaration

I declare that the information provided in this form is true and correct.

Name of authorised person (please print)

Position held

Telephone (business hours)

Member Signature

Date