

# Advice of SSS member ceasing employment or aged 65 and over wishing to be paid a benefit

## Notes for employers

### Use this form:

- to let us know at once about any employees contributing to SSS who have ceased employment with you.
- to give us details of members aged 65 and over who are still employed but wish to be paid their benefit.

### How should the information be sent to Pillar?

You can use this form, or you can extract the information from your database as a paper copy printout.

Send it to:

State Super (SSS)  
PO Box 1229  
Wollongong NSW 2500

### Birth date confirmed

Cross the *Yes* box next to *Birth date* if you have seen an original or certified copy of any of these documents:

- birth certificate *or*
- passport *or*
- certificate of Australian citizenship *or*
- certificate of evidence of Australian residency *or*
- current RTA photo driver's licence.

If you have not seen any of these documents, cross the *No* box.

### Exit reason

The reason for exit can be one of the following:

- over 65
- age retirement
- early voluntary retirement
- death

- invalidity
- retrenchment
- resignation
- dismissal
- discharge

For exits due to invalidity, age retirement, retrenchment or over 65, please complete appropriate section overleaf.

### Annual (or attributed) full-time salary

The annual salary rate to be provided is

- if the employee is less than age 70 the 'superable' salary applicable on the date of the employee's exit, *or*
- if the employee has reached age 70 the 'superable' salary applicable on their 70th birthday.

If the employee works part-time, you need to give us the full-time salary on which the part-time salary is based and their actual part-time salary so that we can make the necessary calculations.

### Over 65

This exit reason should be used where a member is aged 65 and over, and is still working but wishes to be paid a benefit.

You will still need to satisfy any superannuation guarantee (SG) requirements on their behalf, from the date they exit SSS. The SG contributions may be paid to First State Super (FSS), if you are a scheduled FSS employer, or to another complying superannuation fund.

### Age retirement, or over 65: statement of broken service

If employment is ceasing due to age retirement or over 65, give the dates of any periods of prior service which have been recognised for accrual of employee's long service leave. This is to establish the total length of service for the benefit calculation.

If the employee has worked for you for a longer period than they have been a member of the scheme, please also record in this section the time period they were not in the scheme.

Leave without pay periods and casual employment periods are **not** required.

### Grounds for retrenchment

If the employee has been retrenched, please indicate the specific grounds for the retrenchment in the *Retrenchment* section of this form.

If the employee has been retrenched and is aged between 50 and 55, they can choose to defer payment of their age 55 retirement benefit until age 55 provided the employer agrees to this. This means both the employer and the employee will pay for the higher entitlement due at age 55. Please indicate whether you agree that the employee may apply to defer payment of this benefit.

### Any other queries?

Check in your *Employer Easy Reference Guide (EERG)*, or contact Pillar's Employer help line on (02) 4253 1426. The EERG is available on our website at [www.statesuper.nsw.gov.au](http://www.statesuper.nsw.gov.au) Alternatively you can email questions to [STC\\_Employer\\_Contact@pillar.com.au](mailto:STC_Employer_Contact@pillar.com.au)

## Member's details

Employee Payroll ID

Member number

Title (eg Mr Mrs Ms Miss Dr)

Family name

Given name/s

Birth date

Confirmed?\*

 Yes  No

\* Yes if you have seen documentary evidence (see Notes). Otherwise, No.

Exit reason (see Notes)

Benefit application provided to employee? Yes  No

If yes, give date

## Salary and contributions details

Exit date

Full or part time?

 F/T  P/T

Annual (or attributed) full-time 'superable' salary at exit

Part-time 'superable' salary at exit

## Salary and contributions details (continued)

Date to which contributions have been deducted

Amounts deducted from salary from 1 July to exit date in same financial year

\$  normal contributions

\$  reserve unit contributions

If exit date falls between 1 July and 31 August, please provide amounts deducted from previous financial year

\$  normal contributions

\$  reserve unit contributions

## Invalidity

Complete this section **only if the exit reason is invalidity**.

The above employee is physically or mentally incapable of carrying out their normal duties as:

Employee's occupation

and accordingly (indicate one of the following):

was medically retired  was dismissed  resigned.

## Age retirement or over 65

Complete this section, for statement of broken service, **only if the exit reason is age retirement or over 65 and the employee has separate periods of prior service with a NSW Public Sector Employer which have been recognised for accrual of employee's long service leave.**

Leave without pay periods and casual employment periods are **not** required.

Service broken from to

 

Years

Months

Days

  

Employer

Service broken from to

 

Years

Months

Days

  

Employer

Service broken from to

 

Years

Months

Days

  

Employer

If there were more than three periods of broken service, please give details on a separate page and attach it to this form.

## Retrenchment

Complete this section **only if the exit reason is retrenchment**.

I certify that the employee has been retrenched on the following ground(s) as indicated.

Mark one or more box(es) with a cross.

1 Employment has been **compulsorily terminated** because:

- the services of the employee are no longer required and their position is not to be reinstated
- the work for which the employee was engaged has been completed
- the quantity of work has diminished and has rendered necessary a reduction in the number of employees **OR**

2  The employee has **accepted an offer** of the employer to terminate employment on one of the grounds specified above.

If retrenchment is between ages 50 and 55 (see Notes): does the employer agree to the member / employee applying for the deferred age 55 retirement benefit if they should wish to do so? Yes No

 

## Employer's details

Employer name

Employer code

Employer email address

## Please sign here

I certify that the above particulars are correct.

Signature of authorised officer

Name (please print)

Date

Contact number