

# Transfers within the public sector

Which scheme?  
(one scheme per form)  
 SASS  SSS

## Definition

**Transfers within the public sector are either**

- from one department or administrative unit of the NSW public service to another,
- from one employee grouping for monthly bills in a department or administrative unit to another, or
- from one employee grouping for monthly bills in a statutory authority to another.

## What you do

- Use this form to advise us when a member's transfer involves movement from one billing location to another, but there is no cessation of employment. Do not use a *Notification of exit* form for these transfers.
- Use a new form for each scheme and indicate the scheme by crossing the box at the top of the page.
- Give your employee details and ensure the form is certified by an authorised officer in the box provided.
- Send the information to State Super, PO Box 1229, Wollongong NSW 2500

## Sending the information

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

Your *Employer Easy Reference Guide* tells you more about using electronic media.

## Any questions?

Check your *Employer Easy Reference Guide*, visit our website [www.statesuper.nsw.gov.au](http://www.statesuper.nsw.gov.au) or contact Pillar's Employer help line on (02) 4253 1426 or via email from our website.

Please print clearly in **BLACK** ink.

## Intra-employer transfers

Employee's family name	Given names	Superannuation number	Payroll number	Attributed full-time salary*	If applicable Part-time salary*	Transfer out date	Transfer in date	New employer code and name

\*at transfer date

Employer code

Employer name

**I certify that the particulars given are true and complete.**

Signature of authorised officer

Name (please print)

Date

DD	MM	YY
/	/	