

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, or
- 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 Mercer?

You can complete an *Advice of Member Ceasing Employment* form online via the State Super Employer Portal or use this form and email to:

SSS_Benefits@mercer.com

or post to:

State Super (SSS)
GPO Box 2181
Melbourne VIC 3001

Exit reason

The reason for exit can be one of the following:

- aged 65
- resignation
- invalidity
- early voluntary retirement
- discharge
- death
- age retirement
- dismissal
- retrenchment

For exits due to invalidity, age retirement, retrenchment or over age 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.
- 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 actual part-time salary and the equivalent full-time salary on which the part-time salary is based so that we can make the necessary calculations.

Age 65 or over

This exit reason should be used where a member is aged 65 or 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 another complying superannuation fund of the employee's choice.

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

If employment is ceasing due to age retirement or over 65, you need to provide the dates of any periods of prior service which have been recognised for accrual of the 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 benefits until age 55 by electing to take the special deferred retirement benefit (payable under section 37B), provided the employer agrees to this. This means both the employer and the employee will pay extra contributions to fund the higher entitlement due at age 55. Please indicate whether you agree that the employee may apply for the special deferred retirement benefit.

Any other queries?

Check in your *Employer Easy Reference Guide (EERG)*, or contact Mercer's Employer help line on 1300 142 708. The EERG is available on our website at www.statesuper.nsw.gov.au. Alternatively you can email questions to STC_Employer@mercer.com

If you need help with this form

Contact your Employer Support Officer between 8:30am and 5:30pm AEST from Mon–Fri on 1300 142 708 or email STC_Employer@mercer.com

1. Member's details

Employee Payroll ID

Member number

Mr/Mrs/Ms/Miss/Dr

Male

Female

Birth date (DD-MM-YYYY)

Given name/s

Family name

Exit reason (see notes)

Is this an amendment to a previously submitted form? Yes No

2. Salary and contributions details

Is the member 65 and over and continuing to work? Yes No

Exit date (DD-MM-YYYY) (If over 65 and continuing to work - nominate exit date)

Full or part time?

F/T

P/T

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

\$ p.a.

Part-time 'superable' salary at exit (if applicable)

\$ p.a.

Two previous annual review day (ARD) salaries

(The ARD is 28 July of a relevant year for members whose month of birth falls between January to June and 9 February for others)

1. Annual review date (DD-MM-YYYY) Salary

\$

2. Annual review date (DD-MM-YYYY) Salary

\$

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2. Salary and contributions details (continued)

Has the member's salary been reduced since the most recent annual review day? If yes, please advise the reason for the reduction. *(Where a salary reduction is due to medical reasons, the member may be entitled to exit the scheme based on the higher salary held at the previous annual review day)*

- no reduction in salary
- yes - the reduction in salary was due to ill-health
- yes - the reduction in salary was due to a redeployment to a lower paid position not as an alternative to retrenchment but as a result of re-organisation or restructure and not related to incompetence or disciplinary action.
- yes - the reduction in salary was due to a redeployment to a lower paid position in lieu of retrenchment and the reduction in salary happened either immediately or after the cessation of a 'make-up' allowance.
- yes - other, please specify

Has the member's salary increased by more than \$10,000? Yes or No If yes provide reason for the increase

Date to which contributions have been deducted (DD-MM-YYYY)

 - -

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 also provide amounts deducted from previous financial year

\$ — normal contributions

\$ — reserve unit contributions

3. 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

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Contact your Employer Support Officer between 8:30am and 5:30pm AEST from Mon–Fri on 1300 142 708 or email STC_Employer@mercero.com

4. Age retirement or over age 65

Complete this section, for statement of broken service, **only if** the exit reason is **age retirement or over age 65** and the employee has separate periods of prior service with a **NSW Public Sector Employer**. Leave without pay periods and casual employment periods are **not** required.

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

5. 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 box.

- 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
- the employee has **accepted an offer** from 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 payment of the special deferred retirement benefit under section 37B, should the member choose to apply for it?

Yes No

If you need help with this form

Contact your Employer Support Officer between 8:30am and 5:30pm AEST from Mon–Fri on 1300 142 708 or email STC_Employer@mercero.com

6. Employer's details

Employer name

Employer code

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7. Please sign here

I certify that the information given in this form is correct.

Name of authorised officer (Print in BLOCK LETTERS)

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Signature of authorised officer

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Date (DD-MM-YYYY)

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Contact telephone number

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Employer email address

Return the completed form to State Super (SSS) GPO Box 2181 MELBOURNE VIC 3001

If you have any further enquiries please call the Employer help line on 1300 142 708 between 8:30am and 5:30pm AEST from Monday to Friday.

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