

Transfers within the public sector

Which scheme?
(one scheme per form)

SASS SSS PSS

What you need to 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, GPO Box 2181, Melbourne VIC 3001

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 or contact Mercer's Employer Support Officer on 1300 142 708 or via email: STC_Employer@mercerc.com

Definitions

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
- from one employee grouping for monthly bills in a statutory authority to another.

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@mercerc.com

Intra-employer transfers (please print clearly in BLACK ink.)

*at transfer date

Employee's given names	Employee's family name	Member number	Payroll number	Attributed full-time salary*	If applicable part-time salary*	Transfer out date	Transfer in date	New employer code and name	Eligible to receive AEC with new employer? (Yes/No)

Employer code

Employer name

I certify that the particulars given are true and complete.

Name

Signature of authorised officer

Date