

Advice of SASS Member Ceasing Employment or Aged 65 and Over, Wishing to be Paid a Benefit

Please print clearly in black ink.

Notes for applicants

Use this form ...

- ▶ To let us know **immediately** about any employees contributing to SASS who have ceased employment with you.
- ▶ To give us details of members aged 65 to 70 who are still working but wish to be paid their benefit.

Don't use this form ...

- ▶ For intra-employer transfers: use *STC Form E216 Transfers within the Public Sector*.

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:

SASS_Benefits@mercer.com

or post to:

State Super (SASS)
GPO Box 2181
Melbourne VIC 3001

Exit reason

The reason for exit must be one of the following:

- aged 65
- age retirement
- death
- invalidity
- retrenchment
- resignation
- dismissal
- discharge.

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 SASS. The SG contributions may be paid to another complying superannuation fund of the employee's choice.

Grounds for retrenchment

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

The legislation governing SASS requires the employer, where a benefit becomes payable to a member on retrenchment, to provide the Trustee with a certificate confirming that the member has been retrenched and specifying the grounds for the retrenchment.

Confirmation of salaries

It is mandatory for all employers to provide confirmation of an employee's salaries as at 31 December last year and the previous year.

This information will enable us to correctly determine the benefit entitlements of members whose SASS 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.

Any other queries?

Check in your *Employer Easy Reference Guide*, or call the Employer Help Line on 1300 142 708.

The Employer Easy Reference Guide is available on our website: www.statesuper.nsw.gov.au

Alternatively, you can email your 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 details

Employee Payroll ID

Member number

Mr/Mrs/Ms/Miss/Dr Male Female

Birth date (DD-MM-YYYY)

Confirmed?* Yes No

Given name/s

*Yes if seen documentary evidence.

Family name

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 reason (see notes)

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

Full or part time? F/T P/T

Full-time salary (or attributed full-time salary) at exit

\$

Please confirm salaries as at:

31 December last year \$

31 December previous year \$

If applicable, amount paid or payable under Section 97 of the *Local Government Act* to an ex Local Government superannuation scheme member.

\$

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

2. Salary and contributions details (continued)

Is the exit salary less than the last ARD salary?

- Exit salary is not less than the last ARD salary
- Salary is less due to shift loading
- Salary is less due to retrospective salary
- Salary is less due to Higher Duties
- Salary is less due to incorrect salary
- Salary is less due to none of the above – please specify.

3. Invalidity

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

Employee's occupation

and accordingly:

- was medically retired
- was dismissed
- resigned

Has workers' compensation been paid or claimed?

Yes No

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

Mark **one** box(es) with a cross.

You **must** complete this section if the exit reason is **retrenchment**.

Mark **one** box with a cross.

4. Retrenchment certification

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

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 resulted in a reduction in the number of employees, or

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

Signature of authorised officer

Date

Name (please print)

Contact number

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

5. Employer's details

Employer name

Employer code

6. Please sign here

I certify that the above details are correct.

Signature of authorised officer

Date

Name (please print)

Email address

Contact number

Return the completed form to:

State Super (SASS)

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.

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