

Change of Personal and Banking Details

Use this form ...

- ▶ You can use this form to update our records of your home address and other personal details. Please fill out the first section in full, and show changes below.

How to apply

- ▶ If you want to record a change to your name, date of birth or banking details, please be sure to enclose the necessary documents with this form (see *Proof of identity* and *Electronic verification* sections below). Note that if you are changing your bank account details, we also require a copy of an extract of your bank statement clearly showing the account name and number.
- ▶ Mail the completed form and supporting documents to:
State Super
GPO Box 2181
Melbourne VIC 3001

Proof of identity

You must provide certified[†] documentation or electronic verification information if you wish to change your name, date of birth or banking details, so that we can verify your identity as the holder of the superannuation account. If you are changing your bank account details, we also require a copy of an extract of your bank statement clearly showing the account name and number.

The following certified documents can be accepted:

Either

One of the following certified documents:

- Current Australian State or Territory drivers licence containing a photograph of the person, or
- Australian Passport, or
- Current card issued under a State or Territory law for the purpose of proving a person's age containing a photograph of the person, or
- Current foreign passport or similar travel document containing a photograph and the signature of the person*

OR

One certified document from each of the following groups:

Group 1

- An Australian birth certificate or birth extract issued by a State or Territory
- Citizenship certificate issued by the Commonwealth

- Current pension card issued by Centrelink that entitles the person to financial benefits

Group 2

- Notice issued by the Commonwealth or a State or Territory government within the preceding 12 months that contains your name and residential address and records the provision of financial benefits to you, i.e., a letter from Centrelink.
- Notice issued by the Australian Taxation Office within the past twelve months that contains your name and residential address and records an amount payable to or by you, i.e., your last tax assessment.
- Notice issued by a local government body or utilities provider within the past three months that shows your name, residential address and the provision of services to you, i.e. water, gas or electricity bill, rates notice.

* Documents not written in English must be accompanied by an English translation prepared by an accredited translator.

Change of name

Make sure that proof of change of name is also provided if your current name is not the same as the name on these documents, e.g. Change of name certificate, or deed poll document. If your name has changed on marriage, a marriage certificate issued by the Registry of Births, Deaths and Marriages is required; ceremonial marriage certificates are not acceptable.

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on [DB 1300 130 094](tel:1300130094) or [SASS 1300 130 095](tel:1300130095) or [SSS 1300 130 096](tel:1300130096) or [PSS 1300 130 097](tel:1300130097) or email enquiries@stc.nsw.gov.au

Proof of identity (continued)

† Certified means that all copied pages of original proof of identity documents or change of name documents have been certified as true copies by an individual approved to do so. Persons who are authorised to certify documents must sight the original and the copies and make sure both documents are identical, then make sure that all copies are certified as true copies by writing or stamping 'certified true copy' followed by the individual's signature, printed name, qualification and date.

If you are in Australia

The following persons are eligible to certify copies of original documents:

- Australia Post Permanent Employee or Agent (who is currently employed with the post office and has at least two continuous years of service or is in charge of supplying postal services to the public)
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank Officer, Building Society Officer or Credit Union Officer (with two or more years of continuous service)
- Chiropractor
- Commissioner for Affidavits or Declarations
- Court Officer: Registrar or Deputy Registrar of a Court, Judge, Clerk, Magistrate, Master of a Court, Chief Executive Officer of a Commonwealth Court
- Dentist
- Fellow of the National Tax Accountants' Association
- Finance Company Officer (with two or more years of continuous service with one or more finance companies)
- Justice of the Peace
- Legal practitioner
- Marriage celebrant (registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961)
- Medical practitioner
- Member of Chartered Secretaries Australia
- Member of Commonwealth Parliament, State Parliament, Territory Legislature or a Local Government Authority (State or Territory)
- Member of Engineers Australia (other than at the grade of student)
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force (who is an officer; or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service or a warrant officer within the meaning of that Act)
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Minister of Religion (registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961)
- Notary Public
- Nurse
- Optometrist
- Officer with, or a credit representative of, a holder of an Australian credit licence, having two or more years of continuous service with one or more licensees
- Officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licensees
- Patent attorney
- Permanent employee of the Commonwealth (or Commonwealth Authority) or a State or Territory (or State or Territory Authority) or a Local Government Authority with two or more years of continuous service
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Pharmacist
- Physiotherapist
- Police Officer, Sheriff's Officer or Sheriff
- Psychologist
- Senior Executive Service Employee of the Commonwealth (or Commonwealth Authority) or a State or Territory (or State or Territory Authority)
- Teacher employed on a full-time basis at a school or tertiary education institution
- Trade marks attorney
- Veterinary surgeon

If you are outside Australia

The following people are eligible to certify copies of original documents outside of Australia:

- consular staff at an Australian Embassy, High Commission or Consulate
- a public notary or other person authorised to administer an oath or affirmation or to authenticate documents in the country you are visiting or living in.

The professions listed under **If you are in Australia** can only certify documents outside Australia if they work or are registered in Australia. Where your documents are certified outside Australia, the certifier must quote their registration number or the relevant law that qualifies them to authenticate your documents.

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1. Your identifying details

Please print clearly
in BLACK ink.

Mr/Mrs/Ms/Miss	Male	Female	Birth date (DD-MM-YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given name(s)			
<input type="text"/>			
Family name			
<input type="text"/>			
Member number			
<input type="text"/>			

2. Your new personal details *(show only those details to be changed)*

* Note: If you are changing your name or date of birth, and you are providing certified documentation where the name on the documents does not match the name we have on our records, please also provide certified proof of your change of name. See page 1 for further information.

Mr/Mrs/Ms/Miss*	Male	Female	Birth date (DD-MM-YYYY)*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given name(s)*			
<input type="text"/>			
Family name*			
<input type="text"/>			
Residential address			
<input type="text"/>			
Suburb	State/Territory	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postal address (if different from residential address)			
<input type="text"/>			
Suburb	State/Territory	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Work or Home	Daytime contact telephone number		
<input type="text"/>	<input type="text"/>		
Mobile number			
<input type="text"/>			
Email address (an email address recorded here will replace any email address we currently hold for you)			
<input type="text"/>			

3. Your new banking details

Note: If you are changing your banking details please also provide a copy of an extract of your bank statement clearly showing the account name and number.

Name of account holder (The account must be held solely, or jointly in your name)			
<input type="text"/>			
BSB number	Account number		
<input type="text"/>	<input type="text"/>		
Name of bank/building society/credit union			
<input type="text"/>			
Address of bank/building society/credit union			
<input type="text"/>			
Suburb	State/Territory	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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Your privacy

The information you provide in this form is collected on behalf of and held for State Super by the scheme administrator, Mercer Administration Services (Australia) Pty Ltd, in accordance with STC's Privacy Statement, the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW), under which you have rights of access and correction. Information you provide may be disclosed to lawfully authorised government agencies and third parties.

For further information about privacy, contact Mercer by writing to:

GPO Box 2181
MELBOURNE VIC 3001

or visit

www.statesuper.nsw.gov.au

ABN 29 239 066 746
SPIN SAS0101AU

4. Please sign here

Signature

Date

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What to do next

If you want to record a change to your name, date of birth or banking details, please be sure to enclose the necessary documents with this form (see *Proof of identity* information on page 1 and *Electronic verification* information on page 5).

Return the completed form to

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MELBOURNE VIC 3001

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