



# Notice of Intent to claim personal super contributions

If you make a personal (after-tax) contribution to your super, you may be able to apply to claim a tax deduction on some or all of these amounts. This could reduce the amount of tax you pay for the year.

## How to apply to claim a tax deduction

1. At the end of the financial year, complete this form and send it back to PSSap or ADF Super.
2. We will write back to you confirming your claim has been processed.
3. Use this information to lodge your income tax return.

If you prefer, you can use the [ATO Notice of Intent to claim or vary a tax deduction form](#) available at [ato.gov.au](http://ato.gov.au).

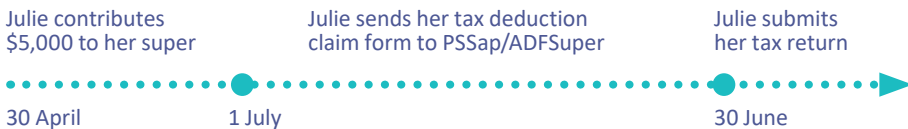
\* Please don't complete both forms.

## When to apply

You can claim a tax deduction, provided you complete this form and receive a written response from us before you submit your tax return for the relevant year. We must have received your form by the earlier of either:

- the day you lodge your tax return for the year in which you made the contributions; or
- the end of the income year following the year in which you made the contributions.

### Example:



Julie must submit her claim for a tax deduction before the earlier of lodging her tax return and 30 June of the following financial year in which the personal contributions were made.

## Am I eligible to claim a tax deduction?

You can claim a tax deduction for your personal contributions if:

- you have not opened an account-based pension using part or all of the contributions for which you intend to claim a tax deduction; and
- you're a member of PSSap or ADF Super and your contributions are still in your super account.

Notes continued on next page



## Can I change the amount I wish to claim as a tax deduction?

Yes. You'll need to complete section C of this *Notice of intent to claim a tax deduction for personal super contributions form* to reduce the amount claimed on your previous notice. If you don't want to claim any of your personal contributions, you'll need to reduce your claim amount to zero. Alternatively, you may want to provide a second notice specifying the additional amount you want to claim.

## How to use this form

Please use CAPITAL LETTERS and a black or blue pen.

Ensure that all boxes are filled out with correct information.

## Submitting your form

Please email or post your completed form to:

**PSSap**  
Locked Bag 20117,  
Melbourne VIC 3001

[formsandapplications@pssap.com.au](mailto:formsandapplications@pssap.com.au)

**ADF Super**  
Locked Bag 20116,  
Melbourne VIC 3001

[formsandapplications@adfsuper.gov.au](mailto:formsandapplications@adfsuper.gov.au)

## Do you need financial advice?

Obtaining professional advice from an experienced financial planner can help you reach your financial goals. CSC's authorised financial planners\* provide 'fee for service' advice, which means you receive a fixed quote upfront. There are no obligations, commissions or hidden fees. To arrange an initial advice appointment please call 1300 277 777 during business hours.

## Privacy

We're committed to protecting your privacy. We collect your personal information for the purposes of providing superannuation services to you, improving our products and to keep you informed. We will only share your personal information where necessary for providing superannuation services to you. This may include disclosing your personal information to our scheme administrator, service providers or government or regulatory bodies. Your personal information may be accessed overseas by our service providers. Please see our privacy policy for full details. Your personal information will not be otherwise used or disclosed unless required or permitted under law. A full copy of our privacy policy as well as the privacy complaint process is available at [csc.gov.au](http://csc.gov.au)

**\*Our authorised financial planners are authorised to provide advice by Guideway Financial Services (ABN 46 146 498 538, AFSL 420367). Guideway is a licensed financial services business providing CSC financial planners with support to provide members with specialist advice, education and strategies.**

**End  
notes**

# A

## Provide your personal details

I am a member of:  PSSap  ADF Super

Membership number\*

\* Your membership number is found on your annual member statement

Title  Mr  Mrs  Ms  Miss  Other

Surname

Given name(s)

Date of birth   /   /

Postal address

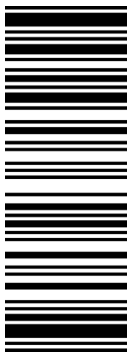
Suburb  State  Postcode

Phone number

Email

@

\* The amount you claim as a tax deduction will be added to your before-tax contributions, which includes employer and salary sacrifice contributions. If the total amount of your before-tax contributions exceeds your concessional contribution cap you may have to pay extra tax. If you're unsure if claiming a tax deduction will put you over this amount, you will need to speak to the ATO.



# B

## Amount claiming as a tax deduction

For the financial year ending 30 June 20   my personal contributions to PSSap/ADF Super were: \$    ,    .

The amount of these personal contributions I'll be claiming as a tax deduction are: \$    ,    .

\* To view your personal contribution history, please visit the CSC Navigator portal and go to the contributions tab. Or, you can give us a call.

# C

## Varying a previous valid notice of intent

Complete this section if you have already submitted a valid notice to us and wanted to reduce the amount stated in that original notice.

The total personal contributions I made to PSSap/ADF Super in 20   /   were: \$    ,    .

The amount I previously claimed as a tax deduction on my original notice was: \$    ,    .

The amount of these personal contributions I will now be claiming as a tax deduction is: \$    ,    .

\* If you wish to withdraw or reverse an original tax deduction notice you must reduce the claim amount to zero in this section.

