



If you...	Action required	How to complete the form – boxed numbers match those over the page
<p>Don't plan to claim a deduction for any of the contributions you made throughout the year.</p> <p><b>OR</b></p> <p>Have already provided a valid <i>Notice</i> and the information is correctly reflected at <b>2</b> &amp; <b>3</b>.</p>	<p>No action required – you don't need to return the form.</p>	<p>Not applicable.</p>
<p>Plan to claim a deduction for all or part of the amount at <b>3</b> over the page.</p> <p><b>OR</b></p> <p>Have already provided a valid <i>Notice</i> for contributions you've made and you intend to claim an additional amount as a tax deduction.</p>	<p>Complete and return the form.</p>	<ul style="list-style-type: none"> <li>• <b>Section 1 &amp; 2:</b> Complete all fields.</li> <li>• <b>Section 3:</b> <ul style="list-style-type: none"> <li><b>4</b> Tick No.</li> <li><b>5</b> Confirm the financial year you made the personal contribution to this fund, ie see <b>1</b>.</li> <li><b>6</b> Confirm your personal contributions to this fund in the financial year selected in <b>5</b>.</li> <li><b>7</b> Confirm the amount of personal contributions you intend to claim as a tax deduction. <b>Note:</b> If you wish to increase the amount that you want to claim as a deduction, tell us the additional amount you wish to claim.</li> </ul> </li> <li>• <b>Section 4:</b> Print, sign and date the <b>INTENTION TO CLAIM A TAX DEDUCTION</b> declaration section only. All fields are mandatory – we can't process your form if they're not complete.</li> </ul>
<p>Have already provided a valid <i>Notice</i> for contributions you've made and you'd like to reduce the amount you intend to claim as a deduction.</p>	<p>Complete and return the form.</p>	<ul style="list-style-type: none"> <li>• <b>Section 1 &amp; 2:</b> Complete all fields.</li> <li>• <b>Section 3:</b> <ul style="list-style-type: none"> <li><b>4</b> Tick Yes.</li> <li><b>8</b> Confirm the financial year you made the personal contribution to this fund, ie see <b>1</b>.</li> <li><b>9</b> Confirm your personal contributions to this fund in the financial year selected in <b>8</b>.</li> <li><b>10</b> Confirm your personal contributions claimed in your original <i>Notice</i>.</li> <li><b>11</b> Confirm the amount of personal contributions you intend to claim as a tax deduction. <b>Note:</b> this will be less than what you told us on your previous/original notice.</li> </ul> </li> <li>• <b>Section 4:</b> Print, sign and date the <b>VARIATION OF PREVIOUS VALID DEDUCTION NOTICE</b> declaration section only. All fields are mandatory – we can't process your form if they're not complete.</li> </ul>

## What happens next?

Once we've received and processed your completed *Notice*, we'll send you an 'Acknowledgement of Intent to claim or vary a deduction for personal super contributions'. You must retain this Acknowledgment letter for your tax records.

## What happens if a *Notice* isn't submitted?

In late October each year, we automatically change your Member Deducted contributions to Member Undeducted contributions if we haven't received a valid *Notice*. The change reflects the fact you have not, at that time, told us you intend to claim a tax deduction for those contributions. If you're affected we'll confirm the change to you in writing. However, you can still send us a valid *Notice* provided:

1. you haven't lodged your income tax return for the year in which the contribution was made.
2. you send the *Notice* to us before the end of the next financial year (ie 30 June in the financial year following the year your contribution was made).
3. you haven't closed your super account.
4. you haven't transferred all or part of your super account to a pension account.
5. you haven't made a partial withdrawal (rollover or lump sum) that includes the contributions.
6. you have not applied to split the contribution for which you intend to claim a deduction.