

# supported workers

## insurance alterations and tax file number declaration form



Where superannuation contributions are low, insurance fees can have significant impact on the size of an account balance. This form confirms your choice to cancel or reduce your Default insurance cover through HESTA, and/or supply your Tax File Number (TFN). **Complete all parts of this form in capital letters, using a black or blue pen. Check you have signed and dated the form.**

### 1 Your member details

Complete all details to help us identify your account.

Member number:

Date of birth:

Given name/s:

Family name:

#### Important information on cancelling or reducing your cover

- When you cancel or reduce your insurance as a supported worker, the request is backdated to the date your Default Cover started, and insurance fees are refunded from that date as if the cover never existed. You will not be able to claim for that amount and type of cover from that date.
- If you subsequently wish to have cover through HESTA, you will need to apply and provide satisfactory medical evidence in your application.
- You should consider obtaining financial advice before cancelling your insurance cover.

### 2 Reduce my cover

I would like to reduce my cover:

**Death Cover:**

From  units to  units

**IP Cover:**

(limited to a 5 year benefit period with cover expiring at age 67)

From  units to  units

**IP Cover expiry age and benefit payment period:**

- Reduce my IP Cover to an expiry age of 60 limited to a 5-year benefit period
- or
- Reduce my IP Cover to an expiry age of 67 limited to a 2-year benefit period.
- or
- Reduce my IP cover to an expiry age of 60 limited to a 2-year benefit period.

### 3 Cancel my cover

To cancel insurance cover with HESTA, put an 'X' in the box for each type of cover that you wish to change.

We will only change your insurance for the type of cover you mark.

I wish to cancel my cover:

**Income Protection (IP) Cover** (Default Cover is 2 units)

Cancel my cover  
or

**Death Cover** (Default Cover is 2 units)

Cancel my cover

### 4 Tax file number (TFN)

We are authorised by law to collect, use and disclose your tax file number. You do not have to provide it but if you don't, you may end up paying more tax than you need to. You must supply your TFN to enable your HESTA account to accept after-tax contributions.

My TFN is:

We can help you find any super you may have with other super funds or that has been transferred to the Australian Taxation Office (ATO), using the ATO's SuperMatch service. To do this, we need your consent to search using your TFN. By providing consent, if we find any super money held with the ATO we'll transfer it to your HESTA account. Don't worry, we won't transfer any money held by other super accounts unless you tell us to. This consent remains in place until you tell us otherwise. You can withdraw your consent at any time in the future by contacting us on 1800 813 327.

I authorise the Trustee of HESTA to use my TFN for the purpose of using the ATO SuperMatch service to locate other superannuation accounts and reunite any identified ATO held monies with my HESTA account. My consent will be retained by HESTA for future searches unless revoked by me.

Yes  No

## 5 Declaration

In choosing to cancel or reduce my cover, I acknowledge I will no longer be insured for that amount and type of cover. If I decide I require insurance cover in the future, I understand that I will need to apply to HESTA in writing and be required to provide medical evidence.

I consent to the use of my TFN for lawful superannuation purposes as described. I have read and understood HESTA's Privacy Collection Statement which is available at [hesta.com.au/privacy](https://hesta.com.au/privacy) or by calling 1800 813 327, and accept that the information on this form is true and correct to the best of my knowledge and belief. I consent to my personal information being collected and used by the Trustee for the ongoing administration of my membership by the fund administrator and other service providers.

Signature of member:

Date signed:

**If signing under Power of Attorney:**

Signed by the member's attorney:

Attorney's name:

pursuant to Power of Attorney,  
Attorney's address:

Attorney's phone number:

Registration number (if there is one):

and I declare that I

have no notice of revocation of the Power of Attorney.

**Please attach a copy of your Power of Attorney.**

Return your completed form. Email form to [hesta@hesta.com.au](mailto:hesta@hesta.com.au) or mail to: **HESTA, Locked Bag 5136, Parramatta NSW 2124**

## Supplying your TFN

We are authorised to collect your tax file number (TFN) under the *Superannuation Industry (Supervision) Act 1993 (SIS)*. Supplying your TFN is voluntary, and it is not an offence if you choose not to provide it.

We are required by law to take the necessary steps to properly safeguard your TFN, and our intention is to use it only for lawful superannuation purposes, including to facilitate the search for and consolidation of your superannuation accounts, by seeking information from the Australian Taxation Office (ATO) and/or a superannuation entity.\*

We may disclose your TFN to another superannuation provider if your benefits are transferred, unless you instruct us in writing not to disclose it to any other fund.\*\*

\* A record of your TFN will be made for ongoing taxation and superannuation purposes.

\*\* Please note: future legislation may result in changes to these purposes.

## Why it's important to provide your TFN to us

- HESTA will be able to accept all permitted types of contributions to your account;
- other than the tax that may ordinarily apply, you will not pay more tax than you need to – this affects both contributions to your superannuation and benefit payments when you start drawing down your superannuation benefits; and
- it will make it much easier to find different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

## Need to apply for a TFN?

If you haven't already got a TFN, you can apply for one quickly and easily online by visiting:

[ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/](https://ato.gov.au/individuals/tax-file-number/apply-for-a-tfn/)

## For more information about TFNs

Australian Taxation Office (ATO)	Superannuation Infoline <b>13 10 20</b>  Tax file number enquiries <b>13 28 61</b>
Australian Prudential Regulation Authority (APRA)	<b>1300 558 849</b>
Office of the Australian Information Commissioner	<b>1300 363 992</b>

## contact us

[hesta@hesta.com.au](mailto:hesta@hesta.com.au) | 1800 813 327 | **Email form to [hesta@hesta.com.au](mailto:hesta@hesta.com.au) or mail to: HESTA, Locked Bag 5136, Parramatta NSW 2124**