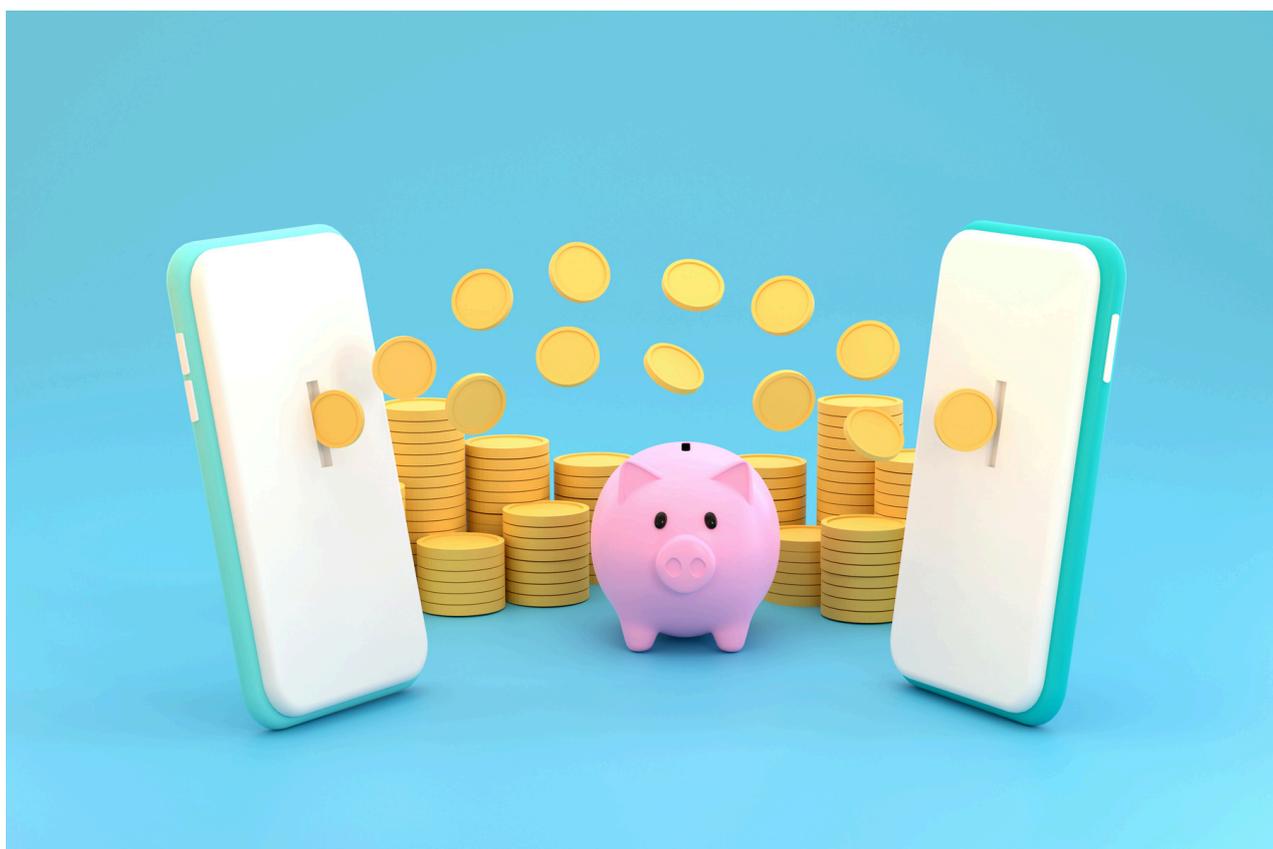


# How to rollover your superannuation



# How to rollover your superannuation



Endeavour Foundation wrote this document.

When you see the word 'we' or 'us' it means Endeavour Foundation.

**Bold**  
Not bold

We have written some words in bold. We will explain what these words mean.



You can ask for help to read this document with someone you trust.



You can ask a friend, family member, or a support person to help you.



This Easy Read is about **rolling over your superannuation**.



**Rolling over your superannuation** means moving your money from one super fund to another.



**Superannuation** is like a special savings plan for the future.

Superannuation  
=  
**Super**

We call it super for short.

Employee: Endeavour Foundation  
For the Period: 01/06/2024 to 14/06/2024  
Department: Endeavour Foundation  
Location: Endeavour Foundation  
ASN Number: 80009676/764

NET THIS PAY: \$137.8  
Paid on: 20/06/2024

Your Current Hourly Rate: \$5.02  
Your Annual Leave Balance: 15.43 hours  
Your Personal Leave Balance: 5.22 hours  
Your Long Service Leave Balance: 0.00 hours

| Earnings                                     | Units              | Rate         | Total    | YTD      |
|--|--------------------|--------------|----------|----------|
| <b>Ordinary Earnings</b>                     |                    |              |          |          |
| Normal Time                                  | 27.45 hours        | \$5.02       | \$137.80 | \$643.16 |
| Public Holiday                               | 0.00 hours         | \$0.00       | \$0.00   | \$37.65  |
| Total Ordinary Hours: 27.45 hours            |                    |              |          |          |
| <b>Other Earnings</b>                        |                    |              |          |          |
| Leave Without Pay                            | 24.80 hours        | \$0.00       | \$0.00   | \$0.00   |
| Adjustment from a Prior Period               |                    |              |          |          |
| Gross payment                                |                    |              | \$137.80 |          |
| <b>Deductions</b>                            |                    |              |          |          |
| Before Tax Deductions                        |                    |              |          |          |
| Taxation                                     |                    |              |          |          |
| After Tax Deductions                         |                    |              | \$0.00   |          |
| Total deductions                             |                    |              | \$0.00   |          |
| Net Payment                                  |                    |              | \$137.80 |          |
| <b>Employer superannuation contributions</b> |                    |              |          |          |
| Fund Name: SmartMoney FUND                   | Member ID: ENDVNEW | Contribution |          | \$30.00  |

You can find out who your super is with by checking your payslip.



You can use the money in your super account when you retire.



Read *Easy Read: Superannuation smartMonday* for more information on superannuation and our default provider smartMonday.



You can open it by scanning the QR code with your mobile phone.



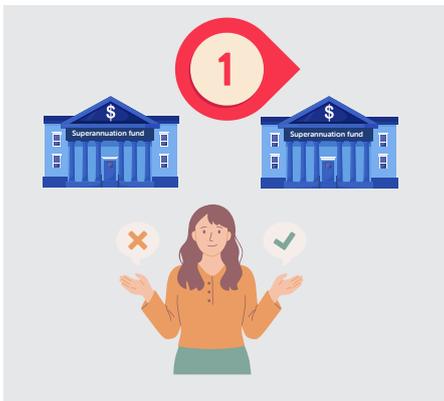
Or you can type **ndvr.news/smartMonday\_NDVR\_Superannuation** into your web browser.



If you want to use our default provider smartMonday for your super, you can call them on 1300 262 241 for more information.



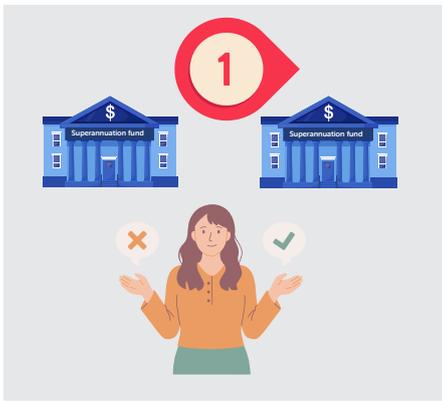
There are two steps to rolling over your super.



Step 1: Choose a super fund that you want us to put your money into

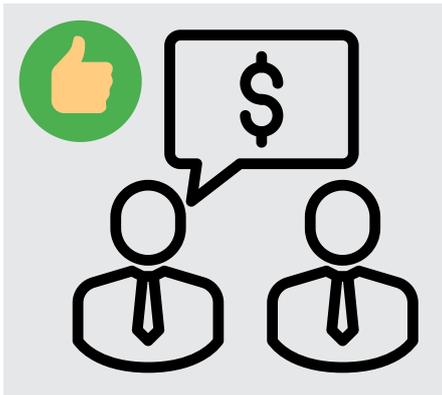


Step 2: Rollover all your super into your chosen fund



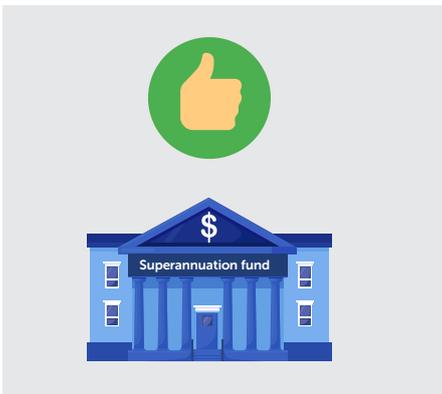
## Step 1: Choosing your super fund

It is your choice which super fund you choose to use.



It is a good idea to speak to a **financial advisor**.

A **financial advisor** can help you make good choices about your super.



Once you have chosen which super fund you want to use, you can tell us to put your super into your chosen fund.

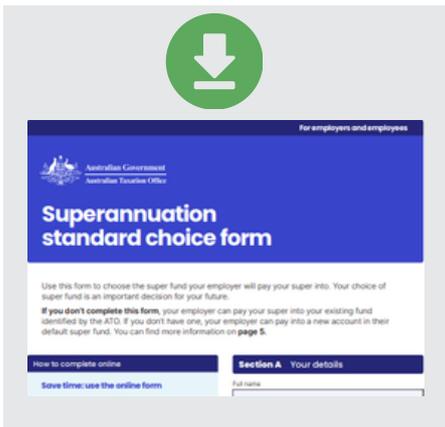
A screenshot of the 'Superannuation standard choice form' from the Australian Government. The form is titled 'For employers and employees' and includes sections for 'How to complete online', 'Section A. Your details', and 'I choose for my super to be paid into'. The 'I choose for my super to be paid into' section has four radio button options: 'My existing super fund', 'My employer's default super fund', 'My private self-managed super fund (SMSF)', and 'I want my employer to pay into a super account I have already opened'. The form also includes a 'myGov' logo and instructions for employers and employees.

You can do this by filling out a form.

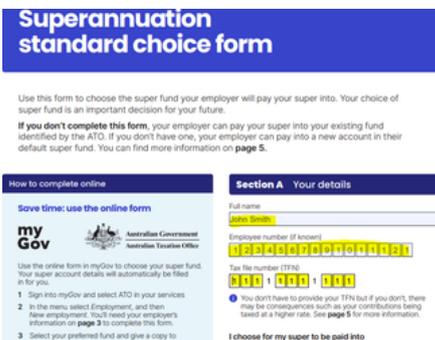


Go to this website by clicking on the link or typing it into your web browser.

<https://www.ato.gov.au/forms-and-instructions/superannuation-standard-choice-form>



Download the 'Superannuation standard choice form'



Fill in the form



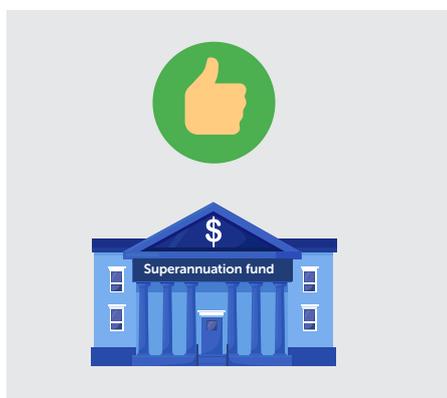
Give the completed form back to Endeavour Foundation.



You can give it to your Site Manager



Or you can email it to  
[peopleexperience@endeavour.com.au](mailto:peopleexperience@endeavour.com.au)

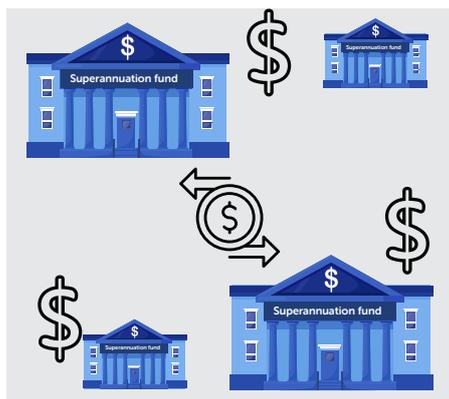


This form will tell us which super fund you  
want us to put your money into.

## Step 2: Rolling your super over into your chosen fund

You might have a few other super funds that you have money in.

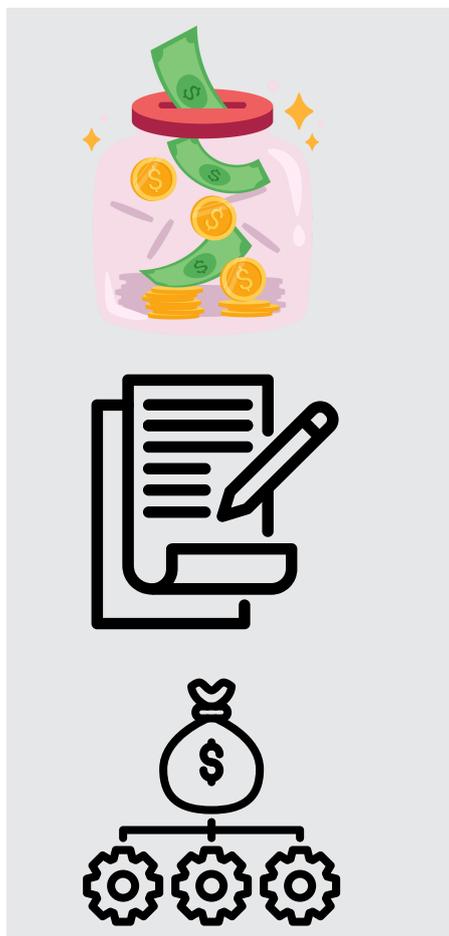
This happens if you start a new job and use the super fund that they use.



Once you have chosen a super fund that you want to use, it can be a good idea to roll your super over into one fund.

There are a few reasons why you might choose to do this.

- You save money by only paying one set of fees
- There is less paperwork
- You can easily keep track of your money

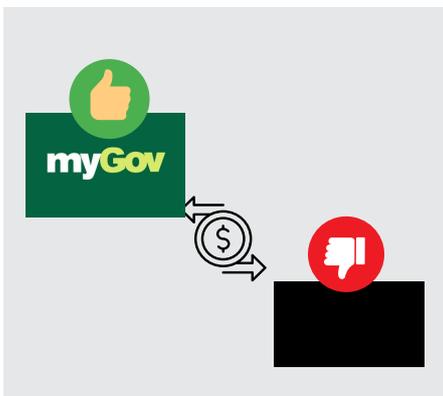




You can rollover your super through **MyGov**



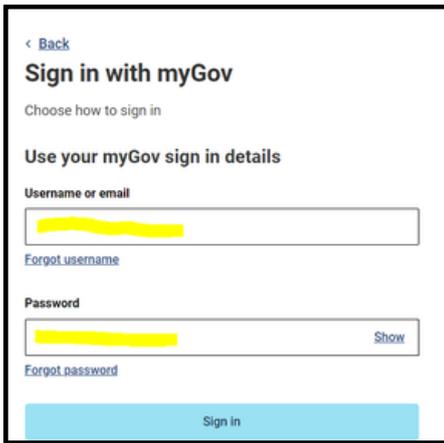
**MyGov** is a website and app that helps you access government services online.



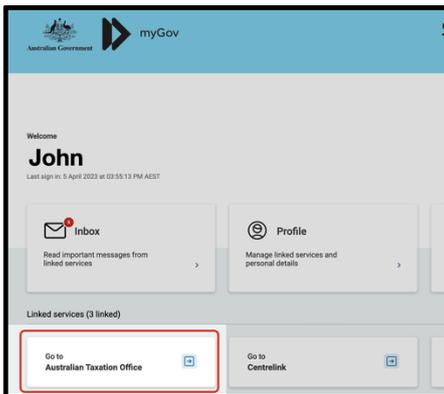
You will need a MyGov account to rollover your super.



Please speak to someone you trust to set up a MyGov account if you do not have one.



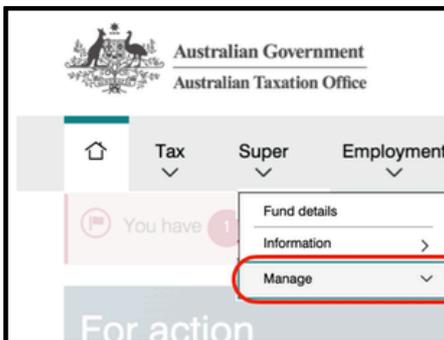
Sign into MyGov using your username and password.



Click on 'Australian Taxation Office'



Click on 'super'



Click on 'manage'



Then click on 'transfer super'



Rolling over your super is hard to understand.

It is ok if you don't understand.



Australian Government  
Australian Taxation Office



**13 10 20**

You can call the ATO on 13 10 20



peopleexperience  
@endeavour.com.au

Our People and Wellbeing team can also help you.

You can email them at  
[peopleexperience@endeavour.com.au](mailto:peopleexperience@endeavour.com.au)



**(07) 3900 5460**

You can call them on (07) 3900 5460