

# MERCER KIWISAVER SCHEME

## ADDITIONAL VOLUNTARY CONTRIBUTION – CHEQUE DEPOSIT

You only need to complete this form if you wish to make a **voluntary** contribution by cheque.



You can also make this payment by paying directly into your account from your online banking. Simply find 'Mercer KiwiSaver scheme' as the organisation you wish to pay.

You'll need to have your IRD number and your membership number handy as references.

### Privacy Statement

To protect your information the Scheme has a Privacy Policy which you can access by contacting the Scheme's Inquiries and Privacy Officer. Personal information on this form and in relation to your account will be handled to provide and manage your contribution.

Your personal information may be disclosed by the Scheme's Manager to third parties as required, to the extent necessary for the purposes of processing your contribution.

The Manager abides by the Privacy Act 1993 and you have the right to access and request correction of personal information held about you.

The Privacy Act entitles the account holder to access and to request correction of any personal information.

Please print in black or blue pen, in uppercase, one character per box and all that apply.

### STEP 1 – MEMBER INFORMATION

In this section we need to confirm that you are who you say you are.

Member number

IRD number

 -  - 

Title: Mr  Mrs  Ms  Miss  Other

Date of birth  /  /

First name

Middle name(s)

Surname

#### Residential address

NUMBER	STREET NAME
SUBURB	
CITY	POSTCODE

#### Mailing address (if different from residential address)

NUMBER	STREET NAME
SUBURB	
CITY	POSTCODE

#### Telephone

Mobile

Daytime

Evening

Email

### STEP 2 – ENCLOSE THE CONTRIBUTION



**Important:** If your lump sum contribution is \$10,000 or more, please also attach evidence of the source of funds, e.g. payment from another superannuation scheme, sale of a property.

My cheque for \$  is attached (please make your cheque payable to Mercer KiwiSaver scheme).

Please add your IRD number and membership number on the back for the cheque as a reference.

You can also top up from your online banking directly into your account. See above for details.



Membership number

### STEP 3 – CONFIRM YOUR IDENTITY

If you have not previously done so, you are required to provide confirmation of your identity and residential address.



Copies of your documents can be certified by a Justice of the Peace, Solicitor, Notary Public or Member of Parliament. The Confirmation of Identity Guide is available on [www.mercerkiwisaverscheme.co.nz](http://www.mercerkiwisaverscheme.co.nz) if you need help completing this step.



**To the certifier:** The certifier must view the original document(s) (not a fax, photocopy or scan) before writing their Full Name, Occupation, Date and Signature and make a statement to the effect that the document(s) provided are a true copy and represent the identity of the named individual. Certification is valid for 3 months.

#### PROVIDE A CERTIFIED PHOTOCOPY OF CURRENT AND VALID DOCUMENTS.

##### A Confirm your identity by providing:

###### OPTION 1 – A certified photocopy of ONE of:

- A NZ / overseas passport     A NZ firearms licence     An overseas government national identity card.

###### OR OPTION 2 – A certified photocopy of ONE of: + ONE of:

- A NZ / international driver's licence; or     A NZ / overseas birth certificate; or  
 An 18+ card.     A NZ / overseas citizenship certificate.

###### OR OPTION 3: A certified photocopy of: + ONE of:

- A New Zealand driver's licence     A credit card, debit or EFTPOS card issued by a NZ bank with the name and signature on the card; or  
 A SuperGold card or Community Services card.

##### B Confirm your residential address by providing an original or a copy of one of the following (must be less than 6 months old):

- Bank statement    OR     Utility bill    OR     Inland Revenue statement.

### STEP 4 – SIGN THE FORM

By signing this form, I understand that:

- Any additional voluntary lump sum contribution will be effective from the date the contribution is received by the Manager.
- The Manager will not action my request if any information is incomplete or ambiguous.
- The information on this form will be used by the Manager to process my additional voluntary lump sum contribution.
- To process my additional voluntary lump sum contribution, the Manager may disclose my personal information to any other party necessary and I consent to the handling of my personal information in this way.
- The additional voluntary lump sum contribution will be invested in accordance with my current choice of investment options.
- If the contact details on this form are different from the details on my member record, the Manager may update these (unless I advise otherwise).

Signature\*

Date

/   /

\* Where applicable, the signature of the parent or legal guardian of the applicant. If so, please specify:

Relationship of parent/guardian:



Please return your completed form to:

**The Administrator  
Mercer (N.Z.) Limited  
PO Box 1849  
Wellington 6140  
New Zealand**

