Super contributions
from a first home
saver account

When we say super fund, we mean:
- complying superannuation funds, including self-managed
  superannuation funds
- public sector superannuation schemes, both regulated
  and exempt
- complying approved deposit funds
- retirement savings accounts.

WHO SHOULD COMPLETE THIS FORM?
You should only complete this form if you are a first home
saver account holder or provider.

BEFORE COMPLETING THIS FORM
Before you complete this form either as the account holder
or provider, you must choose an appropriate super fund:
- that is a complying super fund
- in which the account holder is a current member
- that will accept contributions from a first home saver account.

ACCOUNT HOLDERS
You should complete Part 1 of this form to close your first home
saver account and contribute the balance to your super if:
- you are choosing to contribute the balance to super (voluntary
  contribution)
- you are no longer eligible to hold a first home saver account
  (compulsory contribution to super), or
- we have issued a notice advising you are no longer eligible
  to hold a first home saver account (compulsory contribution
to super).

Account holders who are 60 years or older
Once you turn 60, you can choose to receive a cash payment
directly from your first home saver account – you don’t have
to complete this form to do so.

Once you turn 65, you must close your first home saver
account. You can either:
- receive a cash payment directly from your first home saver
  account provider, or
- use this form to have your provider contribute the balance
to your super fund and close the account.

To check whether the super fund is a complying
super fund, visit abn.business.gov.au and use ‘Super
Fund Lookup’.

Australian Government
Australian Taxation Office
Closing your first home saver account
Once your first home saver account is closed you cannot open another one. Super fund contributions cannot generally be reversed and the money must remain in the super system until you retire or meet another condition of release.

Fees
We recommend you read your account provider’s first home saver account product disclosure statement or contact your account provider for information about any fees you may be liable to pay for closing your first home saver account. Your super fund may also charge entry or deposit fees – contact your super fund for more information.

Making contributions to a spouse’s or former spouse’s super fund
If you have to contribute all or part of your first home saver account balance to your spouse’s or former spouse’s super fund as a result of a Family Law act arrangement, do not use this form. Refer to our website at ato.gov.au/firsthomesaver for more information.

Super co-contribution
A contribution from your first home saver account to your super fund is not eligible for the super co-contribution.

Super contribution caps
If you contribute the balance of your first home saver account to your super fund, we will take this contribution into account when deciding whether you have exceeded the super contribution caps.

ACCOUNT PROVIDERS
You should complete Part 2 of this form and make the payment to a super fund within 30 days of receiving the form from the account holder. If the account holder has not nominated a super fund, you must make the payment to your default super fund.

Paying the first home saver account balance to a super fund
If you send a payment by cheque to the super fund, make sure the cheque is made out to the name of the fund in Section B.

The nominated super fund in Section B may return the payment to you if:
- the details of the account holder on the form do not match the membership details held by the super fund
- the account holder is no longer a member of the super fund
- the super fund cannot accept contributions from first home saver accounts.

If the contribution is a compulsory contribution and the account holder cannot provide the super fund with the information the fund needs to accept the balance of the first home saver account, the holder needs to complete a new form. If the holder doesn’t complete a new form within the required timeframe, you will have to complete a new form on behalf of the account holder to contribute the balance of the account to your default super fund.

If the contribution is rejected after you report it in your FHSA activity report, you need to lodge an amendment to your Activity report to change the contribution details.

For more information about the super contribution caps, refer to the Super contributions – too much super can mean extra tax (NAT 71433) on our website at ato.gov.au
HOW TO COMPLETE THE FORM – ACCOUNT HOLDER

⚠️ Complete only Part 1 of this form. Do not complete Part 2.

Section A: Your details
Complete your details and provide your tax file number (TFN).
Remember, your super fund cannot accept your first home saver account contribution unless they have your TFN. If you don’t provide your TFN on this form, your first home saver account provider must provide it for you, so your super fund doesn’t reject your contribution.

Section B: Superannuation fund and account details for contribution
Complete the name and address of your super fund. Provide your super fund's Australian business number (ABN) and your super fund account details.

Voluntary or compulsory contribution
You need to tell your first home saver account provider whether you are making a voluntary contribution or compulsory contribution to super.

A voluntary contribution to super is where you choose to contribute the balance of your first home saver account to your super fund.

A compulsory contribution to super is where:
- you are no longer eligible to hold a first home saver account and you must contribute the balance to super in order to close the account, or
- we have issued a notice advising that you are no longer eligible to hold a first home saver account and you must contribute the balance to super in order to close the account.

If closing your first home saver account and contributing the balance to your super fund place an ‘X’ in the appropriate box:
- V – voluntary contribution of the balance to super
- S – compulsory contribution of the balance to super.

⚠️ Choose only one option.

Section C: Declaration
Read the declaration and print your full name, then sign and date the form.

Return your form to your first home saver account provider. Your provider will use this form to close your first home saver account and pay the balance to your nominated super fund. Your provider must make the payment within 30 days of receiving your completed form.

⚠️ Do not send the completed form to us at the ATO. Send it to your first home saver account provider.

▷ For more information, visit the first home saver account website at ato.gov.au/firsthomesaver
HOW TO COMPLETE THE FORM – ACCOUNT PROVIDER
You must complete Part 2 of the form to make a payment to:
■ the account holder’s nominated super fund account detailed in Part 1, or
■ your default super fund on the account holder’s behalf.

Section D: Tax file number (TFN)
You must provide the account holder’s TFN to their nominated super fund or to your default super fund with the payment. If the account holder has not provided their TFN on this form, you must quote their TFN in Section A on their behalf. Place an ‘X’ in the box that says ‘TFN quoted by account provider’.

Section E: Your default super fund details
You only need to complete this section if you are contributing the balance of an account holders’ first home saver account to your default super fund (on their behalf) in order to close the account.
Complete:
■ the account holder’s details in Section A, and
■ your default super fund details in Section B.
Make sure you provide the account holder’s TFN in Section A and place an ‘X’ in the box ‘TFN quoted by account provider’.
In Section B indicate the payment is a compulsory contribution by placing an ‘X’ in the boxes:
■ Default super fund, and
■ S – Compulsory contribution to super.

Section F: Contribution payment details
Complete the amount contributed and the date of payment to the super fund detailed in Section B.

Section G: Provider details
Complete your details including your name, address, ABN, contact name and contact phone number.
Sign and date the form, then:
■ send the original form to the super fund in Section B
■ send a copy to the first home saver account holder
■ keep a copy for your records.

Do not send the completed form to us at the ATO. Send it to the super fund nominated in Section B.

For more information, visit the first home saver account website at ato.gov.au/firsthomesaver

OUR COMMITMENT TO YOU
We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.
If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.
If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.
If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.
We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at ato.gov.au or contact us.

This publication was current at March 2014.
PART 1: ACCOUNT HOLDER TO COMPLETE

**Complete only Part 1 of this form. Do not complete Part 2.**

Complete this form if you wish to contribute the balance of your first home saver account to your super fund and close your first home saver account.

Your first home saver account provider will use the information you provide in Part 1 to contribute the balance to your nominated super fund account and close your first home saver account. Your provider must contribute the balance to super within 30 days of receiving this form.

BEFORE COMPLETING THIS FORM
Read the instructions and information for account holders.

AFTER COMPLETING THIS FORM
- Sign the declaration
- Give the form to your first home saver account provider
- Remember, your first home saver account provider will close your account after contributing the balance to super.

* Mandatory information.

Section A: Your details

Personal details

Title: Mr Mrs Miss Ms Other

Family name

First given name Other given names

Date of birth Day Month Year Sex Male Female

Contact details

Street number and name/PO Box

Suburb/town/locality State/territory Postal code

Country, if other than Australia

Daytime phone number (include area code)/Mobile number

Email address (if applicable)

First home saver account details

*Account identifier

*BSB code (please include all six numbers) *Account number

*Your full name as it appears on your first home saver account statement

Client identifier/reference number

Tax file number (TFN) OFFICE USE ONLY

□ TFN quoted by account provider.

See ‘Privacy’ on page 2.
Section B: **Superannuation fund and account details for contribution**

**Name of fund**


**Address of fund**

Street number and name/PO Box


Suburb/town/locality


State/territory

Postal code


**Australian business number (ABN)**


**Super fund account details**

*Your account number*


Your client number (if any)


Superannuation product identification number (SPIN)


**Voluntary or compulsory contribution**

Place an 'X' in one of the following boxes:


- V – Voluntary contribution to super – you have decided that you want to contribute all of your balance to super.
- S – Compulsory contribution to super – you have become ineligible to hold a first home saver account and you are required to contribute the balance to super.

Section C: **Declaration**

**Privacy**

The ATO is a government agency bound by the *Privacy Act 1988* in terms of collection and handling of personal information and tax file numbers (TFNs). For further information about privacy law notices please go to [ato.gov.au/privacy](http://ato.gov.au/privacy).


(profit full name)

I authorise my first home saver account provider to contribute the balance of my first home saver account to my super fund as instructed on this form and to close my first home saver account.

I have read and understood the important information pages and instructions including:

- how the super contribution counts towards my contributions caps
- that the contribution from my first home saver account will not be eligible for the super co-contribution
- checking that my super fund can accept the contributions
- that once the balance of my first home saver account is contributed to super and the account is closed, I will not be able to open another first home saver account
- how a contribution to super cannot generally be reversed and the money must remain in the super system until I meet a condition of release
- that I may be liable to pay fees for the:
  - closure of my first home saver account, and
  - entry or deposit of the contribution.

**Signature**


**Date**

Day / Month / Year


Give the completed form to your first home saver account provider. Do not send it to us at the ATO.
PART 2: ACCOUNT PROVIDER TO COMPLETE

Before completing this form, read the information and instructions for account providers.

* Mandatory information.

Section D: Tax file number (TFN)

If the first home saver account holder has not provided their TFN in Section A, or you are contributing the balance of the holder's first home saver account to your default super fund on their behalf:

- quote their TFN in Section A, and
- place an ‘X’ in the box in Section A that says TFN quoted by account provider.

Section E: Your default super fund details

Only provide your default super fund details if:

- the first home saver account holder has not nominated a super fund, and
- you must contribute the balance of the first home saver account to super in order to close the account.

If you are contributing the balance of a holder's account to your default super fund in order to close the account, complete:

- the account holder's details in Section A, and
- your default super fund details in Section B.

In Section A provide the holder’s TFN and place an ‘X’ in the box TFN quoted by account provider.

In Section B:

- provide the name of the default super fund and place an ‘X’ in the box Default super fund, and
- under 'Voluntary or compulsory contribution', place an ‘X’ in the box S – Compulsory contribution to super.

Section F: Contribution payment details

* Amount paid to super fund $ [ ] / [ ] / [ ]

Section G: Provider details

*Provider's name

Provider's address

Street number and name/PO Box

Suburb/town/locality

State/territory

Postal code

*Australian business number (ABN) [ ] / [ ] / [ ]

Contact details

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Business phone number (include area code)/Mobile number

Signature of authorised person

Date [ ] / [ ] / [ ]

Send the completed form and the payment to the super fund, provide a copy to the first home saver account holder and keep a copy for your records. Do not send it to us at the ATO.