

To request this document in an alternative format such as Braille, call us on 13 43 72 or use our Live chat service at [gesb.wa.gov.au](http://gesb.wa.gov.au).

**This form is to be used by non-government employers to request a refund where an overpayment of contributions cannot be retrieved through your usual payroll recovery processes. Requests for refunds of contributions should be made within 12 months of the contributions being received by GESB.**

### GESB refund conditions

By lodging a completed 'Employer refund request' form for non-government employers<sup>1</sup>, the employer understands and accepts the following conditions:

- Refunds are subject to authorisation from the former or current employee. The former or current employee for whom this contribution refund is requested must complete the member authorisation in Section 7 of this form
- Refunds are also subject to GESB's approval and the relevant former or current employee may be contacted by us
- Once approved, the overpaid amount will be refunded to you by Electronic Funds Transfer (EFT) using the bank details provided in Section 5, which must match the bank statement provided
- The refund will be rejected if:
  - The member for whom a refund has been requested is no longer a member of GESB
  - The member's authorisation has not been obtained by you
  - There are insufficient funds available in the member's account
  - A bank statement has not been provided to support the EFT details in Section 5
- GESB accepts no responsibility for any refunds that are unable to be processed
- For refund requests over \$2,000, you must complete Section 4 and provide supporting evidence to support your request for reclassification or refund of contribution

### Section 1 Employer details

Employer name

ABN

Address

#### Contact person

Last name

Given name(s)

Position/title

Email address

Telephone – work

### Section 2 Employee details

Payroll ID

GESB member number

Mr  Mrs  Miss  Ms  Other

Last name

Given name(s)

Date of birth

Is the Employee still employed by you?

Yes  No

<sup>1</sup> 'Non-government employer' has the same meaning as 'non-government contributor' as defined in s37(1) of the *State Superannuation Act 2000* (WA). Typically, 'non-government employer' refers to employers who are not part of the Western Australian Public Sector.





## Section 5 Payment instructions

You must provide a copy of a bank statement to confirm your business' banking details. The statement must show:

- Financial institution
- Account name
- BSB number
- Account number

Bank/building society or credit union name

Branch address (suburb only)

BSB number

 - 

Account number

Account name

## Section 6 Acknowledgement

I acknowledge that I have read and understood GESB's refund conditions:

- I indemnify GESB, its directors, servants and agents against all claims (including the cost of defending or settling any claim) which may be instituted against GESB arising out of any amount refunded to the employer under this request for refund
- I also acknowledge that I have authority to request this refund on behalf of the employer
- I hereby declare that the information I have provided above is true and complete, and
- I acknowledge that GESB may charge the employer a fee for processing an 'Employer refund request' form for non-government employers<sup>2</sup>. By submitting, I agree to pay the relevant fee (if any) to GESB

Your signature

Date

## Section 7 Member authorisation

- I authorise GESB to debit my GESB account and refund the employer the overpaid amount stated in section 3
- I waive all rights to future claims against GESB in respect of the overpaid amount, and
- I confirm that the employer has overpaid the above amount into my superannuation account with GESB

Your signature

Date

### Important:

Digital signatures and digitally signed forms are not accepted.

## Section 8 Send the form to us

Email the completed form to [payroll.general@gesb.com.au](mailto:payroll.general@gesb.com.au).

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Note: we have a privacy statement that explains how we handle private information about individuals responsibly. Our privacy statement is available on our website at [gesb.wa.gov.au/privacy](http://gesb.wa.gov.au/privacy) or can be obtained by contacting your Member Services Centre on 13 43 72.