

**Withdrawal Form**

Please use this form if you wish to withdraw part or all of your superannuation benefit. Generally you are not allowed to withdraw preserved money from a superannuation fund until you reach age 65, or permanently retire after reaching your preservation age (this age increases progressively from age 55 to age 60 depending on your date of birth – refer to Preservation Age Table on the last page of this form), or unless you are transferring to another institution. The special circumstances under which you can withdraw your preserved money before age 55 are shown in Section 5.

**PLEASE NOTE:**

1. If you intend to make an application to 'split contributions', this should be made before you make a withdrawal from the Plan (otherwise the contribution split cannot occur); and
2. A checklist has been provided on page 4. In order that we can process your application to withdraw monies from the Plan in a timely manner, please ensure that all required documentation (including certified proof of identity) is attached to this form.

**Employer Name** (if applicable)

Are you currently working for the above employer?  Yes  No

If no, please provide the date of termination

 /  / 

**1. Personal Details**

Member Number

Title

Surname

Given Name(s)

Date of Birth

 /  / 

Address

Suburb

State

Post Code

Phone Number

Email address

**2. Tax File Number (TFN) or Exemption**

Under the Superannuation Industry (Supervision) Act 1993, your superannuation fund is authorised to collect your tax file number (TFN), which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. The trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the trustee of your superannuation fund in writing that your TFN not be disclosed to any other superannuation provider.

It is not an offence not to quote your TFN. However giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- your superannuation fund will be able to accept all types of contributions to your account/s;
- the tax on contributions to your superannuation account/s will not increase;
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits; and
- it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

Tax File Number

If you have claimed an exemption from quoting your TFN, please provide the reason below:

### 3. Withdrawal

### Withdrawal Form

I wish to make a Full withdrawal

I wish to make a Partial withdrawal, please complete the following information

Partial Withdrawal Amount  Do you want the amount:  before tax  after tax

**Please tick one of the below**

Redeem based on my current investment strategy

Redeem by specific investment option(s) as indicated below. Please ensure you have sufficient funds available in these investment options.

| Investment Option    | Amount/Units         |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <b>Total</b>         | <input type="text"/> |

### 4. Contributions Tax

If you have made your own contributions during the current financial year, please indicate whether you are claiming a tax deduction. When claiming a tax deduction you should provide a notice of intention to claim a tax deduction to the trustee. The Deduction Notice is available from Client Services on 1300 654 720 or can be downloaded from the Plans's website at [www.smartsavesuper.com.au](http://www.smartsavesuper.com.au).

I will not be claiming a tax deduction on these contributions

I will be claiming a tax deduction on these contributions

### 5. Reason for withdrawal (Condition of Release)\*

Please tick the **Condition of Release** under which you are making your withdrawal request. All members must complete this section. You may need to provide further details in some cases.

5.1 I have reached the age of 65

5.2 I retired after age 60  
You have ceased gainful employment after turning 60 (please note that you can still be working). Please provide a letter (or other proof) from your previous employer confirming the date you ceased employment.

5.3 I have permanently retired and reached my preservation age (please refer to Preservation Age Table on the last page of this form). You have ceased employment and have no intention of ever becoming gainfully employed in the future for 10 hours or more each week. Please provide a statutory declaration confirming the date you ceased employment.

5.4 I am withdrawing an unrestricted non-preserved amount

5.5 I am transferring/rolling over to another super fund  
Please provide details in Section 6 of the institution to which you are rolling over your money.

5.6 I am withdrawing on compassionate grounds  
You must apply to the Department of Human Services refer to the following website: [www.centrelink.gov.au](http://www.centrelink.gov.au) or call DHS on 1300 13 10 60.  
Please attach letter of approval.

5.7 I am permanently incapacitated/disabled  
Please refer to Client Services for further instructions

5.8 I am withdrawing on the grounds of financial hardship  
Please refer to Client Services for further instructions

5.9 I am a non-resident and permanently departing Australia  
Please refer to Client Services for further instructions

5.10 I am transferring to KiwiSaver  
Please complete a KiwiSaver Transfer Form.  
This form is available from Client Services or can be downloaded from the Plan's website at [www.smartsavesuper.com.au](http://www.smartsavesuper.com.au).

5.11 Other (please specify)

\* If you are a temporary resident residing in Australia, other than a retirement visa holder (subclass 405 or subclass 410) or a New Zealand citizen and have met a Condition of Release for your withdrawal application since 1 April 2009, then you may only be able to apply to receive your superannuation benefit as cash under the Conditions of Release 5.4, 5.7, or 5.9 above. You may apply to rollover your benefits to another fund regardless of your residency status. If you are an Australian or New Zealand Citizen, permanent resident of Australia or met the relevant Condition of Release you are using for your application, before 1 April 2009 then you may apply under any of the reasons that are relevant to you. We may request further evidence to be satisfied that you are eligible for the Condition of Release you are using for your application. If you are uncertain of your circumstances speak with your Adviser or call Client Services on 1300 654 720.

## 6. Payment Instructions

Do you require:

a cash payment (complete payment details below)

a transfer to another fund (complete Transferring to another Superannuation Fund and payment details below)

Is this fund a Self-Managed Superannuation Fund (SMSF)  Yes  No

If Yes, you must ensure you are registered as a member and a trustee on the Australian Tax Office's (ATO) SMSF register.

### TRANSFERRING TO ANOTHER SUPERANNUATION FUND

Name of Fund\*

Address

Suburb  State  Postcode

ABN of the Fund  USI

Member Number

Make cheque payable to

\* You must check with your nominated fund to ensure they can accept this transfer

### PAYMENT DETAILS

Please post a cheque (this will be sent to the address shown on page 1 of this Form)

Please pay by Electronic Funds Transfer (EFT) – NOTE If transferring to a fund, we must make a payment to the bank account registered with the ATO's Fund Register.

Branch Number (BSB)  Account Number

Account Name

Name of Institution

## 7. Proof of Identity

You will need to provide documentation with this withdrawal form to prove you are the person to whom the superannuation entitlements belong.

### ACCEPTABLE DOCUMENTS

The following documents may be used.

#### EITHER

One of the following documents only:

- Driver's licence issued under State or Territory law
- Passport.

#### OR

One of the following documents:

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits,

**AND**

One of the following documents:

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address. For example:
  - Tax Office Notice of Assessment
  - Rates notice from local council.

### CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of ORIGINAL proof of identification documents (including any linking documents – eg marriage, change of name, Power of Attorney) need to be certified as true copies by an authorised person (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date, together with contact number, address, or relevant ID (e.g. AFSL number, JP number).

The following people can certify copies of the originals as true and correct copies:

- a permanent employee of Australia Post with two or more years of continuous service
- a finance company officer with two or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- a notary public officer
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate, or
- a Chief Executive Officer of a Commonwealth court.

For other people that can certify ID, please refer to the Federal Attorney General's website [www.ag.gov.au](http://www.ag.gov.au).

Please note that where ever the website refers to person requiring 5 years of service to witness a Statutory Declaration, for ID certification the requirement is only 2 years.

**Withdrawal Form**

**HAVE YOU CHANGED YOUR NAME OR ARE YOU SIGNING ON BEHALF OF ANOTHER PERSON?**

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking Documents.

| Purpose                           | Suitable linking documents   |
|-----------------------------------|--|
| Change of Name                    | Marriage certificate, deed poll or change of name certificate from Births, Deaths and Marriages Registration Office. |
| Signed on Behalf of the Applicant | Guardianship papers or Power of Attorney.  |

**8. Declaration**

I declare and acknowledge:

- that I have read and understood the information regarding TFN's in Section 2 and have met a condition of release specified in Section 5 of this form;
- that the answers I have given in this form are true and correct;
- (in the case where I am aged 55 to 59 and am withdrawing benefits due to permanent retirement from the workforce), that I have ceased employment and have no intention of ever becoming gainfully employed in the future for more than 10 hours per week;
- (in the case where I am aged 60 to 64 and ceased employment prior to age 60), that I have ceased employment and have no intention of ever becoming gainfully employed in the future for more than 10 hours per week
- (in the case where I am aged 60 to 64 and ceased employment after age 60), that I have ceased employment after turning 60 (please note you can still be working).

I acknowledge:

- that a buy/sell cost may apply to the withdrawal of benefit/s from the Plan; and
- that this withdrawal may cause insurance cover (if any) to lapse, unless I establish an alternative payment method.
- that a period longer than 30 days may be required to rollover or transfer all or part of my withdrawal benefit where the investment options I have chosen are illiquid and that a list of illiquid investments, the nature and reason for the illiquidity and the estimated maximum redemption period is set out at the Plan's website [www.smartsavesuper.com.au](http://www.smartsavesuper.com.au).

Signature

Date

 /  / 

**Please note: Penalties may apply if a declaration is false.**

**PRESERVATION AGE TABLE**

| DATE OF BIRTH              | PRESERVATION AGE |
|----------------------------|------------------|
| Before 1 July 1960         | 55 years         |
| 1 July 1960 – 30 June 1961 | 56 years         |
| 1 July 1961 – 30 June 1962 | 57 years         |
| 1 July 1962 – 30 June 1963 | 58 years         |
| 1 July 1963 – 30 June 1964 | 59 years         |
| After 30 June 1964         | 60 years         |

**CHECKLIST - HAVE YOU.....**

- Completed all required sections of the form.
- Provided certified proof of identity.
- Where payment is a result of you ceasing employment at age 55 to 59, completed a Statutory Declaration confirming you have ceased employment and have no intention of ever becoming gainfully employed.
- Where payment is a result of you ceasing employment after turning 60, provided a copy of a letter from your previous employer confirming the date you ceased employment.
- Where payment is based on compassionate grounds, a copy of a Letter of Authorisation from DHS.
- Where payment is based on severe financial hardship and you are aged under 55 and 9 months, an original letter (or certified copy) from Centrelink confirming that you have been receiving Commonwealth income support payments for 26 weeks together with confirmation that you are unable to meet reasonable and immediate family living expenses.
- Where payment is based on severe financial hardship and you are aged over 55 and 9 months, an original letter (or certified copy) from Centrelink confirming that you have been receiving Commonwealth income support payments for 39 weeks and you are not currently working 10 or more hours each week. Completion of Financial Hardship Application Form and Statutory Declaration.
- Signed and dated the Declaration in Section 8.

Please return this completed form to:  
**Smartsave**  
**PO Box R173**  
**Royal Exchange**  
**NSW 1225**