

# Benefit Payment Request

For Rollover or Cash Withdrawals



In addition to Sections 1, 2 & 5, please ensure that you complete Section 3 or 4.

## Section 1: YOUR DETAILS

Member Number:	<input type="text"/>	Surname:	<input type="text"/>
Given Name(s):	<input type="text"/>	Salutation:	<input type="text"/>
Postal Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode:	<input type="text"/>
Date of Birth:	<input type="text"/>		
Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Tax File Number:	<input type="text"/>		

It is not compulsory to provide your TFN. However, if you do not provide your TFN, we may have to deduct a higher tax rate from your account when your benefit payment is made. Refer to Section 6 of the Important Information.

If an employer contributed to this account, advise the date you ceased employment with that employer:

## Section 2: WITHDRAWAL REQUEST

I would like to withdraw my entire benefit **(complete Section 3 or 4)**

I would like to withdraw a partial amount of my benefit **(complete Section 3 or 4)** Specified amount: \$

## Section 3: TRANSFER TO ANOTHER SUPERANNUATION FUND

### Rollover Fund Details

Fund Name:	<input type="text"/>		
Fund Address:	<input type="text"/>		
ABN:	<input type="text"/>	Policy/Member Number:	<input type="text"/>
Unique Superannuation Identifier:	<input type="text"/>		

If the Rollover Fund is a Self Managed Super Fund ("SMSF") please also provide the following information of your SMSF:

SMSF Tax File Number:	<input type="text"/>	SMSF ABN:	<input type="text"/>
BSB Number:	<input type="text"/>	Account Number:	<input type="text"/>
Account Name:	<input type="text"/>	Bank/Branch:	<input type="text"/>

(transfers to a SMSF will not be processed without a valid ABN and TFN)

## Section 4: CASH WITHDRAWAL

I have reached my preservation age and am permanently retired  I have ended an employment arrangement on or after age 60

I am aged 65 or over  I am permanently disabled

Please provide your banking details if you would like your cash payment deposited directly into your account, otherwise we will post a cheque to you. **Please note that the account must be held in your name or jointly in your name.**

BSB Number:	<input type="text"/>	Account Number:	<input type="text"/>
Account Name:	<input type="text"/>	Bank/Branch:	<input type="text"/>

## Section 5: DECLARATION

- I declare that I am an Australian citizen, a New Zealand citizen or a permanent resident of Australia or I hold a Subclass 405 (Investor Retirement) or Subclass 410 (Retirement) visa. If you do not meet these residency requirements, please contact us on 1300 264 264
- I declare that all the information I have provided on this form is true and correct.
- I have attached certified proof of my identity, which shows my correct date of birth and name change(s) if required.
- I am withdrawing my super from Emplus and understand that:
  - any insurance cover that may apply will cease once my Emplus account is closed
  - my withdrawal from Emplus will attract a \$50 withdrawal fee
  - I have the right to ask Emplus for information on how withdrawing my super will affect my entitlements and have done so or have chosen not to exercise this right

Signature:

Date:

## Section 6: IMPORTANT NOTES REGARDING PROOF OF IDENTITY

Where you are requesting that your benefit be transferred to another fund, in accordance with Anti Money Laundering and Counter Terrorism Financing Act 2006 and for the security of your account, you **must** supply Proof of Identity documents **before** any payment can be made. The only acceptable Proof of Identity documents are either:

1. An original or certified\* copy of a current primary photographic identification document such as a passport or driver's license; OR
2. Both of an original or certified\* copy of a primary non-photographic identification document such as a birth certificate, citizenship certificate or Centrelink pension or health card **AND** an original or certified\* copy of a secondary identification document such as an assessment issued by the ATO to the person within the preceding 12 months that contains the name of the person and his or her residential address or a rates notice issued to the person within the preceding 3 months that contains the name of the person and his or her residential address or a Centrelink letter addressed to the person within the preceding 12 months regarding a Government assistance payment.

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 in English "certified true copy" (a stamp may be used instead) followed by their signature, printed name, qualification (e.g. Justice of the Peace, Australia Post employee etc) and date. Contact details must be supplied where the certification is not provided by a Justice of the Peace.

Where the document being provided is a certified\* copy, the copy **must** have **original** certification on it - it cannot be a photocopy of a document that was previously certified\*. Faxed or emailed copies of certified\* documents do not comply with our identification requirements and are not acceptable.

Please note that we do not have any discretion over these requirements - Proof of Identification is required under the Federal Government legislation and cannot be waived or amended in any way.

## IMPORTANT INFORMATION

### 1. ROLLING OVER

If you want to rollover some or all of your account to another superannuation fund, please complete the Rollover Fund Details section of the Benefit Payment Form-Rolling Over or Transferring to Another Fund. You should also provide your Tax File Number and then sign the bottom of the form.

When we receive your completed form, we will process your benefit and send a cheque to your new fund. We will also send you confirmation that the payment has been made.

### 2. CASHING IN YOUR SUPER

Generally, unless you have reached your preservation age and have retired, you can only cash in your super if your account balance is under \$200.

However, any amounts classed as unrestricted non-preserved can be cashed in regardless of the size of your account. Your Pre Payment Statement will tell you if any money is unrestricted non-preserved.

Cash payments may be subject to tax. If you are eligible to cash in some or all of your super, it is important that you provide your Tax File Number on the Benefit Payment Form - Cash Payments. Without your Tax File Number we may have to deduct tax at the highest marginal rate.

Different rules apply to non-Residents.

### 3. WHY WE WANT TO KNOW YOUR TAX FILE NUMBER

Any cash benefit will only be taxed at the concessional rates noted above if you provide your Tax File Number to your superannuation fund.

It is not compulsory to quote your Tax File Number but if you choose not to, your benefit, as well as the contributions received by this Fund, may be subject to additional tax.

If you provide your Tax File Number to your Fund, you are also authorising your Fund to provide your Tax File Number to the Australian Taxation Office and to any institution you have instructed us to roll over your account to. Your Fund is required to keep your Tax File Number private and secure and may not disclose your Tax File Number to unauthorised persons.

### 4. TAXATION

Benefits paid to you from your superannuation fund may be subject to taxation.

The tax treatment will depend upon whether or not you have provided your Tax File Number, and it will also depend on the composition of your payment.

The laws relating to the taxation of benefits are complex. We recommend that you seek professional advice about your options well before you actually receive your benefit.

### 5. YOUR INSURANCE COVER

Your insurance cover, if any, will cease when you leave the fund.

**Please return this completed form to Emplus PO Box 3528, Tingalpa DC Qld 4173 or email to [info@emplus.com.au](mailto:info@emplus.com.au)**

Phone: 1800 336 911 or 07 3899 7200 Fax: (07) 3899 7299 Email: [info@emplus.com.au](mailto:info@emplus.com.au)

**We are committed to respecting the privacy of the personal information you give us.**

Our formal Privacy Statement sets out how we do this. If you would like a copy of Emplus' Privacy Statement, please let us know. We have published our Privacy Statement on our website at [www.emplus.com.au](http://www.emplus.com.au)