



## A shortcut using your driver's licence or passport

### Step 1 Go to your local post office\* or police station

Take with you:

1. either your CURRENT driver's licence or passport, and
2. photocopy/ies of your driver's licence or passport.

You need a photocopy of your ID for each transfer you want to make. Each photocopy then needs to be certified. So if you have three funds to transfer into AustralianSuper, you'll need to complete three *Combine your super into AustralianSuper* forms and you'll need three photocopies of your ID to take to be certified.

**!** You need to take both the ORIGINAL ID and the photocopy. If you are using your driver's licence, you'll need to photocopy BOTH sides.

### Step 2 Ask them to certify your ID

To certify your ID the authorised person needs to:

1. Compare the photocopy to the ORIGINAL.
2. Include the following details on the copy:
  - stamp or write 'This is a true and correct copy of the original'
  - their qualification (such as police officer)
  - their name
  - their address and phone number, and
  - their signature and the date it was signed.

### Step 3 Send it all back to us

Send the signed certified copies of your ID back to us, attached to this form, to the address on the form (no stamp required).



### ! Checklist

- Have you read the important information?
- Have you completed the form with your personal details and FROM fund details?
- Have you attached certified proof of your identity?
- Have you signed and dated the form?

### Other ways to prove your identity

If you don't have a driver's licence or passport you will need to have two documents certified:

#### One of these

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink.

#### And one of these

- A letter from Centrelink regarding a Government assistance payment
- Australian Taxation Office Notice of Assessment
- Rates notice (less than 12 months old).

If you need help or you're not sure if your proof of ID is correct, give us a call before you get started on **1300 300 273**.

### Why do we need your Tax File Number (TFN)?

The law allows super funds to ask for TFNs. You don't have to give us your TFN but it's a good idea if you do. If you don't, you'll pay more tax on super benefit payments and before-tax contributions, and we won't be able to accept after-tax contributions from you. It will also make finding lost super easier.

We follow laws on how we can use your TFN, which may change. If we transfer your super to another fund, we'll give your TFN to the other fund unless you tell us not to in writing.

For more about how we use your TFN, go to [www.australiansuper.com/RefTFN](http://www.australiansuper.com/RefTFN)

\* Australia Post charges \$3.95 for each photocopy you need to get certified.

### Important information

1. **Combining your super** means you are asking us to close your other super accounts and transfer the **whole balance** of those super accounts into your current super fund.
2. Remember to check if your old fund charges exit fees and that you no longer need the insurance cover provided by your old fund (if any).
3. This form does not:
  - transfer super benefits if you don't know where your super is
  - transfer benefits from multiple funds on one form – you must use a separate form for each fund you wish to transfer
  - change the fund to which your employer pays your contributions. To change the fund where your future employer contributions are paid, you will need to speak to your employer about Choice, visit [www.ato.gov.au/super](http://www.ato.gov.au/super) or call the Australian Taxation Office on 13 10 20.
  - open a new super account, or
  - transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the *Family Law Act 1975* in place.