# Close your account and make a full withdrawal



## How to apply

Follow the instructions on this form to close your super account and withdraw the full balance as a cash benefit.

**Important**: You can only use this form to close your super account and withdraw your full account balance as cash. If you'd like to rollover (transfer) your super to another super fund, the easiest option is to apply through your online account or contact us on 1300 300 273 to obtain a copy of the *Apply* for a payment form.

# 1 Check that you're eligible

You can use this form to request a full withdrawal from your super in certain situations. These are listed below.

### Requesting a cash payment from your account

To access your super savings in cash, you generally need to have permanently retired from work and have reached your preservation age.

#### Use this table to find your preservation age

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
1 July 1964 or after	60

You can also use this form if you:

- · have turned 65 (regardless of whether you've retired or not)
- are aged between 60 and 64 and have stopped working for an employer since turning 60
- have an account balance of \$200 or less (conditions apply)
- have unrestricted non-preserved super (which is usually after-tax contributions made before 1 July 1999). You can log into your online account to check if you have any
- are between preservation age and the age of 64 and have permanently retired from the workforce.

All cash payments may be subject to tax if made before you've turned age 60.

# You need a different form to apply for a payment from your super in other situations

There are other situations that may allow you to apply for a payment from your super. These include:

### Before applying for a payment...

### It's important to consider:

- how it will impact your retirement
- if you'll need to pay more tax
- any impacts it will have on benefits you're receiving i.e. Centrelink, Work Cover etc

### Claiming a tax deduction for super contributions

You might be able to claim a tax deduction for personal contributions you've made to your super. To claim a tax deduction for personal super contributions, you must send us a *Notice of intent to claim a tax deduction* form before you withdraw your super benefit, transfer any part of your account to a retirement income account or close your account.

- transferring your account to another super fund or partial withdrawal
- severe financial hardship request a payment via your online account at australiansuper.com
- compassionate grounds
- permanently leaving Australia after being a temporary resident
- terminal illness or permanent incapacity
- the First Home Super Saver Scheme
- transferring your super to KiwiSaver.

Each of these situations has a different form that you need to complete.

Go to **australiansuper.com/AccessSuper** for more information.

# 2 Apply to AustralianSuper

To request a payment from your super or to transfer your account to another fund:

- Go to australiansuper.com and log into your online account
- · Choose 'Make a withdrawal from my super account'.

Making your payment request online is easy and means that you can confirm your identity online.



If you don't have access to the internet:

- Complete the attached form.
- Read *How to certify your documents* on page 2 of this form to see the documents you'll need to prove your identity.
- Send your signed form and certified ID to us.

Once we receive your completed application form and certified documents, it will usually take around five business days to make a cash payment. This doesn't include time for postage or transfers.

We can't accept your *Notice of intent to claim a tax deduction* form after an application for a benefit payment or to open a retirement income account has been processed.

To get a claim form or find out more, go to australiansuper.com/TaxDeduction

#### Insurance

When you withdraw your account balance your account will be closed and any insurance cover you have will end.

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## How to certify your documents

Read this section if you choose to attach paper copies of certified documentation to provide proof of your identity. Alternatively, you can use electronic verification. See section 3 of the form for details.

# 1 Get your ID documents and photocopies ready for certification

Take both the ORIGINAL and a photocopy of your CURRENT driver licence, passport or government-issued proof of age card to someone who is authorised to certify ID (e.g. a police officer, a medical practitioner, a lawyer, a post office employee or a financial adviser or planner). If you are using your driver licence or government-issued proof of age card, you'll need to photocopy BOTH sides.

If you're withdrawing more than \$10,000 you'll also need to provide additional ID:

- Above \$10,000 and up to \$50,000: either one bill (power, telephone) or one bank statement issued within the last three months.
- Above \$50,000 and up to \$75,000: either two bills (power, telephone) or two bank statements issued within the last three months.
- Above \$75,000: either three bills (power, telephone) or three bank statements issued within the last three months.

All ID must have the same name and mailing address that we have for your super account.

### 2 Ask them to certify your ID

To certify your ID, the authorised person needs to compare the photocopy to the ORIGINAL and 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.

Every page of the documents we receive from you must have been certified and dated within the last 6 months. Undated documents will be rejected.

For a list of who can certify your ID for you, go to **australiansuper.com/IDHelp** for more information.

### **Privacy Collection Statement**

Please read this Privacy Collection Statement to see how AustralianSuper uses your personal information.

AustralianSuper Pty Ltd (ABN 94 006 457 987) of GPO Box 1901, Melbourne, Victoria, 3001, collects your personal information (PI) to operate, and administer your super account (including insurance) or retirement income account, improve our products and services and keep you informed. If we can't collect your PI we may not be able to perform these services. PI is collected from you but sometimes from third parties like your employer and your financial adviser (if applicable). We will only share your PI where necessary to perform our activities with our administrator (Australian Administration Services Pty Ltd, Link Group), service providers, as required by law or court/ tribunal order, or with your permission. Your PI may be accessed overseas by some of our service providers and, where applicable to your circumstances, by third-party service providers of your financial adviser. Our Privacy Policy details how to access and change your PI, as well as our privacy complaints process. For complete details go to **australiansuper.com/privacy** or call us on **1300 300 273**.



# Close your account and make a full withdrawal

Please complete in pen using CAPITAL letters and print (X) to mark boxes. Read the Privacy Collection Statement on page 2 to see how AustralianSuper uses your personal information.

Provide your personal de Last name		Mr Mrs Ms Miss D									
First name/s											
Date of birth	Male Female										
DDMMYYYY		For how we use your TFN, go to australiansuper.com/RefTFN If you									
Tax File Number		don't provide your TFN you're likely									
	to	pay more tax than you need to.									
Street address											
Suburb		State Postcode									
Previous street address (if applicable)											
Suburb		State Postcode									
Telephone (business hours)	Telephone (after hours)	Mobile									
Email											
L Name of the last employer contributing	into AustralianSuper for you										

# 2 Confirm you're eligible for a payment

From the five options select the statement that applies to you: (choose (X) one option only)

🔀 I am aged 65 or over

I am aged 60 to 64 and have stopped working for an employer since turning 60

My previous employer was

# I stopped working there on D M Y Y

I am between my preservation age and the age of 64 and have permanently retired from the workforce.

- I have unrestricted non-preserved super
- I have \$200 or less in my account (conditions apply)

### Use this table to find your preservation age

• •	-
Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
1 July 1964 or after	60

## Provide proof of your identity

# Option 1 - I want to use electronic verification, and I've provided my identification details for TWO of the following documents listed below.

I also authorise AustralianSuper to disclose my name, residential address and date of birth to the credit reporting agency, Illion, for the sole purpose of verifying my identity, by giving you my Medicare, driver licence or Australian passport details below. I understand that Illion will confirm with AustralianSuper whether my personal information (in whole or in part) matches their credit information file. I also understand that they will not share any other information from my credit file with AustralianSuper.

I understand that my information will be subject to an information match request in relation to relevant official record holder information and a corresponding information match result will be provided via the use of third-party systems. Any **TWO** of the following:

1. Full name as appears on my Medicare carc My Medicare number is	Valid to My reference number
	M     Y     Y     Y       on this card is
2. Full name as appears on my driver licence	
Licence number	Card number <sup>1</sup>
	<sup>1</sup> Visit <b>australiansuper.com/IDHelp</b> to find the card number on your
State of issue	Expiry date driver licence.
	D D M M Y Y Y
3. My Australian passport number is	Place of birth (as shown on your passport)
Country of birth ( <b>not</b> shown on your passp	port)
Family name at birth ( <b>not</b> shown on your p	passport)

### Option 2 - I want to attach certified paper copies of my documentation

I have attached correctly certified photocopies of my original driver licence, passport or government-issued proof of age card. Please note that each page of your photocopied documents must have been certified within the last 6 months. For instructions on how to get your document correctly certified and who can do this, please go to **australiansuper.com/IDHelp** 

See page 2 of this form to check "How to certify your documents".

I also consent to using electronic verification if my paper documentation has been incorrectly certified or can't be read, and I've provided my identification details for TWO of the documents listed above.

# Provide transfer and/or payment details

### To withdraw your whole account balance in cash, provide your bank account details below.

Account name – must be held in your name or jointly in your name	16
Name of bank or financial institution	
Branch	BSB number Account number

## 5 Benefit payment checklist

Have you checked you are eligible to withdraw your whole account balance?

Have you completed Section 3 Provide proof of your identity?

- 🗵 Have you attached certified copy/s of a CURRENT bill/s or bank statement/s to this form if needed, as detailed on page 2?
- 🗵 Do you wish to claim a tax deduction for any personal contributions? If so, refer to page 1 for more information.
- Have you completed all the required Sections and signed this form?
- Have you considered where you want your **future** employer contributions paid? See further details below.

### What happens to my future Employer contributions?

If AustralianSuper receives future employer contributions after your benefits are transferred out and your account is closed, a new account will be opened for you in AustralianSuper.

If you wish to change the fund into which your employer contributions are being paid, you'll need to speak to your employer about super choice. For the appropriate forms and information about whether you're eligible to choose the fund to which your employer contributions are made, visit ato.gov.au or call the Australian Taxation Office (ATO) on 13 10 20.

# <sup>6</sup> Sign this form

I have read the Privacy Collection Statement as set out on page 2 of this form, and I understand how AustralianSuper will use my personal information. To the best of my knowledge, the information I have provided on this form is correct.

I confirm I am either an Australian citizen/permanent resident, a New Zealand citizen or I hold an eligible retirement visa (subclass 405 or 410).

I understand that if AustralianSuper receives any contributions after my account has been closed a new account will be opened for me.

I understand that if I withdraw my whole account balance this will close my AustralianSuper account and any insurance cover will end. AustralianSuper will no longer have any responsibility for the account.

### Sign here

															C	Date	ć						
																D	D	М	М	Y	Y	Y	Y
Prin	nt na	ame																					

## Send this form to us

Please send the completed form and certified copies of your ID (if you haven't opted for electronic verification at Step 3) to AustralianSuper, GPO Box 1901 MELBOURNE VIC 3001. Or upload scanned copies of your completed forms and certified identification via our website at **australiansuper.com/email** 

If you're withdrawing more than \$10,000, you'll also need to provide copies of bills or bank statements as listed on page 2 under 'How to certify your documents'.

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