

# HOW TO apply for a super payout

## STEP 1 – CHECK THAT YOU’RE ELIGIBLE

### You wish to receive part or all of your super payout in cash

A portion of your super benefit may be preserved. If the preserved amount is over \$200, legislation requires that it be retained in an approved rollover fund, unless one of the circumstances below applies to you.

- You have reached your preservation age\* and have permanently retired from the workforce.
- You are at least 60 years of age and have ceased employment since attaining age 60.

Permanently retired is defined as never being gainfully employed again for more than 10 hours per week.

Gainfully employed means employed or self-employed for gain or reward in any business, trade, profession, occupation or employment.

\* If you were born on or before 30 June 1964, you have already reached your preservation age. If you were born on or after 1 July 1964, your preservation age is age 60. See the table below:

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 wish to rollover to another fund

You can apply to transfer all or part of your super to another complying super fund.

### Other circumstances

If you wish to apply for a super payout under other circumstances, you will need to complete the appropriate form. For assistance, please call the Helpline on 1300 134 433.

These may include: Financial hardship or compassionate grounds, transfer to a KiwiSaver Account in New Zealand or permanent disability or death.

## STEP 2 – CHECK WHAT FORM OF IDENTIFICATION YOU NEED TO PROVIDE

For full details on completing proof of identity, refer to the Completing proof of identity fact sheet on the fund’s website at [www.reisuper.com.au](http://www.reisuper.com.au) or call the Helpline on 1300 134 433.

Super Payout requested	ID required
Rollover/transfer to another complying fund including SMSF	Your TFN or a photocopy of your ID (certification is not required)
Cash payment or Trans Tasman transfer	Certified copy of a current drivers’ licence OR current passport, OR  One document from list one and one from list two below

List One	List Two
Birth certificate	Electricity, gas or water bill issued in the last 3 months
Citizenship certificate issued by the Commonwealth	Landline phone bill issued in the last 3 months (mobile phone bills will NOT be accepted)
Pension card issued by the Department of Human Services (Centrelink)	Tax Office Notice of Assessment issued in the last 12 months

## HOW TO apply for a super payout

### STEP 3 – IF YOU NEED TO PROVIDE CERTIFIED ID, GO TO YOUR LOCAL POST OFFICE AND ASK FOR YOUR ID DOCUMENT(S) TO BE CERTIFIED

Australian Post will charge a small fee for each photocopy you need to get certified. To be able to certify your documents, the Australian Post employee must be a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service in an office supplying postal services to the public.

To certify your documents, the authorised person needs to:

1. compare the photocopy to the ORIGINAL
2. include the following details on the copy:
  - write on the photocopy: "Certified true copy" and
  - write their name, qualification and registration number (if applicable) and
  - sign and date the photocopy



- ← A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport)
- ← Write or stamp 'certified true copy' of the original document
- ← The authorised person's signature
- ← Full name, qualification and registration number (if applicable) of the authorised person
- ← Date of certification (within 12 months of receipt)

### STEP 4 – COMPLETE THE FORM

Complete the form in black or blue pen, in uppercase and send to: REI Super, GPO Box 4303, Melbourne VIC 3001

#### Providing your Tax File Number (TFN)

There may be tax implications if you have not yet provided, or choose not to provide, your TFN. Whilst it is not compulsory to provide your TFN, not doing so could cost you in the following ways:

- you may have paid up to 46.5% tax on super contributions made for you by your employer (including SG, salary sacrifice and other contributions) in this financial year, instead of the 15% tax that would have applied if you had provided your TFN. This additional tax can be reversed if you provide your TFN to the fund before the end of the financial year, or your earlier payment from the fund. Although you may be able to claim back this additional tax if you later provide your TFN, time limits and other rules may apply, which may affect the size of any refund.

- you may pay additional tax on your super payout. However it might be possible to claim this back when lodging your tax return.
- you may miss out on any government Super Co-contributions for which you may be eligible; and
- you may have difficulty locating your super in the future, should you lose contact with your fund(s).

If you ask us to use your TFN as proof of identity, we will validate your TFN with the Australian Tax Office. If your TFN is not valid, you will need to provide proof of identify (see below) and your super payout will be delayed.

If you are uncertain as to whether or not you have provided your TFN, you can check these details on the fund's website [www.reisuper.com.au](http://www.reisuper.com.au) or contact the Helpline on **1300 134 433**.

# Payment Instructions

## from REI Super

### If you need help

For assistance call the REI Super Helpline on 1300 134 433.

### Step 1 – Complete your personal details

Please print in black or blue pen,  
in uppercase, one character per box.



Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other    Date of birth   /   /

Given names

Surname

Previous name (if applicable)

Residential address (must be advised)

Suburb                      State    Postcode

Postal address (if different to above)

Suburb                      State    Postcode

Daytime Telephone                      Mobile

E-mail

Membership number

Name of your employer

### Step 2 – Attach documentation if your personal details have changed

**Name and Date of birth changes** – see the 'Completing proof of identity' fact sheet on the website [www.reisuper.com.au](http://www.reisuper.com.au).

**Address changes** – attach a copy of a recent bill, mail item or driver's licence that displays your new residential or postal address.

**If the required supporting documentation is not provided, the payment of your benefit will be delayed.**



## Step 3 – Provide payment instructions

Please instruct us what you wish to do with your benefit: **(select an option ✓)**

**Option 1: Pay as cash** (cheques can only be made in your favour - see overleaf for preservation declaration)

☐ Maximum amount available

☐ \$       Net of Tax (You must retain a minimum of \$5,000 in your REI Super account if you do not claim your maximum benefit)

**NOTE:** The ability to pay as cash (and the rate of any applicable tax) may depend upon your residency or citizenship status. Please indicate your current status by ticking the appropriate box below:

**Are you an Australian or New Zealand citizen or an Australian Permanent Resident?** ☐ YES ☐ NO

If your payment request is affected by your residency/citizenship status, you will be advised accordingly.

Failure to respond to the above question may result in delays in the processing of your payment(s).

Please note that all cash payments will be paid by cheque (cheques can only be made in your favour) and sent to the postal address provided in Step 1 unless you provide details for an Electronic Funds Transfer (EFT).

Provide your bank account details for deposit via Electronic Funds Transfer (EFT) direct to your account.

My bank account details are as follows:

**Name of institution**

**Branch name**

**BSB**

**Account number**

**Account name**

Note: the account nominated above must be in your name and must be an account for which you can sign to withdraw, either solely, or with another person.

**Option 2: Rollover to another fund (select an option ✓)**

☐ Maximum amount available

☐ Total remaining after above cash payment

☐ \$       (insert amount to be transferred. You must retain a minimum of \$5,000 in your REI Super account if you do not claim your maximum benefit)

Unless you instruct us otherwise, please note that payment will be allocated from any unrestricted, non-preserved amount first, then from any restricted non-preserved amount, followed by your preserved amount. This order will apply to the first rollover fund listed on these instructions, followed by the remaining funds in the order listed.

For partial payments, please specify which components your benefit should be allocated from:

**(select an option ✓)**

☐ Unrestricted non-preserved \$

☐ Restricted non-preserved \$

☐ Preserved \$

(If you wish to transfer your super fund to more than one fund, copy this section of the form and complete it for each fund, inputting the amount to be transferred to each fund).

☐ Transfer all but \$5,000 of my leaving service benefit

Please provide details of the fund to which you are transferring **(select an option ✓)**

**Name of fund**

☐ This fund is a Self Managed Super Fund

Please note: All payments to a SMSF must use SuperStream to roll over your super benefits. This means your SMSF will need:

- an Electronic Service Address
- a copy of the SMSF bank account statement.

*Continued over*



## Step 3 – Provide payment instructions (continued)

### SMSF bank details

Name of financial institution

BSB

Account number

Account name

Telephone

Mobile

Fund ABN\*

Unique Superannuation Identifier (USI)\* / Electronic Service Address (SMSF only)

Membership or Policy number\*

**If exempt from an ABN, tick the reason for exemption:**

Exempt Public Sector Super Scheme ☐ Retirement Savings Account ☐

\*A rollover to another fund cannot occur without the ABN, USI/ESAI **and** Membership/Policy Number of the fund you are transferring to. If you are rolling over to an SMSF, you will also need to supply a copy of a bank statement of the Fund. If your rollover fund does not have an ABN you will need to contact the fund directly to request evidence of their complying status, such as their notice of compliance.

### Important Information – default payment strategies

#### Unclear or incomplete Instructions

If you do not advise us clearly of where you want all of your benefit paid, any amounts not clearly specified will be transferred to AUSfund, in your name.

## Step 4 – Investment Option Details

If a partial benefit is requested, please indicate the option(s) that your payment is to be made from. If no selection is made, or if your selection is not clear, the Trustee will use its discretion in determining which option(s) are to be used in making up this payment.

Option(s)



## Step 5 – Complete preservation declaration

Do you have an active TTR pension account, if yes complete "Change Pension Details advice" form to update your preservation status for your pension account. A portion of your benefit may be subject to preservation. If the preserved portion of your benefit is over \$200, legislation requires that this amount be retained in an approved roll-over fund until:

- You are 60 years of age or over

OR

- You have reached **preservation age** (refer to the table on the How to apply for a super payout fact sheet) and have permanently retired from the workforce.

Permanently retired is defined as never being gainfully employed again for more than 10 hours per week. Gainful employment means employed or self-employed for gain or reward in any business, trade, profession, calling, occupation or employment. If you are eligible, please complete one of the following declarations to allow your benefit payment to be processed.

(select an option ☒)

- ☐ Yes, I have reached **preservation age**, have ceased employment and permanently retired from the workforce.
- ☐ Yes, I am 60 years of age or over and I have ceased employment since attaining age 60.
- ☐ Yes, I am 65 years of age or over.
- ☐ Yes, I have been accepted for Total and Permanent Disablement by the Fund Trustee.

If you are under the preservation age and have ceased employment, please complete the section below. Please be advised that if you do not advise the Trustee that you have ceased employment, it will be assumed that you are currently employed with your REI Super associated employer. If a part of your benefit is defined as 'restricted non-preserved', it will remain restricted upon transfer from the Fund.

- ☐ Yes, I am under the preservation age and have ceased employment with my REI Super associated employer.

Date Ceased Employment:   /   /

Further payments to be received from your employer? Yes ☐ No ☐

## Step 6 – Confirm if splitting contributions

Should you wish to split your super contributions with your spouse for the current or previous financial years, you will also need to complete and return a contributions splitting application form. Note that contributions splits cannot be processed after your benefit payment has been made so it is important that any split request is lodged along with (or prior to) these payment instructions.

A copy of the contributions splitting application form, as well as a fact sheet providing additional information on contributions splitting, can be obtained by contacting the REI Super Helpline on 1300 134 433 or from the website [www.reisuper.com.au](http://www.reisuper.com.au).

- ☐ Tick here if you intend to lodge a split request either prior to or with this form.

## Step 7 – How do you want to prove your identity?

**You will need to provide proof of your identity when you take a cash payment or rollover/transfer to another super fund. You should read the information attached to this form called "How to apply for a super payout" to check what proof of ID is required.**

Choose (☒) one of the two options below:

- ☐ **Use my Tax File Number (TFN)**

This option is only available if you want to rollover/transfer your super to a complying super fund, including SMSF (if you wish to take a cash payment you will need to provide certified proof of identity).

**REI Super** might already hold your TFN. If you're not sure if you have previously provided it, you can choose to do so now. You do not have to provide your TFN, but if you do, this will ensure that any benefit you take from **REI Super** does not incur additional tax. *Please also refer to the 'How to apply for a super payout' leaflet for additional information about providing your TFN.*

Enter your TFN here

-    -

By providing your TFN, you are authorising us to give this information to your other super fund.

**Please note:** We will validate your TFN and personal details with the Australian Tax Office. If we cannot confirm an exact match with the ATO's records, you will be required to provide full Proof of Identity (see below) and your payout will be delayed.

- ☐ **I have attached certified proof of identity documents.** For information on what Identification is required, please refer to Step 2 of the cover sheet 'How to apply for a super payout' or call the Helpline on **1300 134 433**.



## Step 8 – Complete the checklist

To enable your payment to be processed promptly, please ensure you have correctly completed this form before returning it to the fund. Have you:

- ☐ Provided your member details in **Step 1**?
- ☐ Attached supporting documentation for any change of name, date of birth or address detailed in **Step 2**?
- ☐ Provided complete payment instructions in **Step 3**?
- ☐ Provided SMSF Bank Account Statement, if requesting payment to SMSF?
- ☐ Signed and dated the form (**Step 9**)?
- ☐ If you are required (or choose) to provide proof of identity, select the identification you have provided:
  - ☐ Current drivers' licence OR current passport; or
  - ☐ One document from list one and one document from list two
- ☐ If transferring to an SMSF you have provided:
  - ☐ A copy of the SMSF bank account statement
  - ☐ The Electronic Service Address (ESA)
- ☐ Is your identification current? If providing an Australian Passport, one that has expired within the last two years is acceptable.
- ☐ Do your documents need to be certified? If so, ensure the certifier has included ALL of the following on each page:
  - ☐ Written or stamped 'certified true copy'
  - ☐ Signature and printed name
  - ☐ Date – the date MUST be within twelve months of the date we receive your completed form.
  - ☐ Qualification (such as Justice of the Peace, Australia Post employee, etc)

Please refer to the "Completing proof of identity" fact sheet on the fund's website at [www.reisuper.com.au](http://www.reisuper.com.au) or call the Helpline on **1300 134 433**.

## Your privacy

The Fund is administered by us along with our service provider, Mercer Outsourcing Australia Pty Ltd (Mercer). We collect, use and disclose personal information about you in order to manage your superannuation benefits and give you information about your super. We may also use it to supply you with information about the other products and services offered by us and our related companies. If you do not wish to receive marketing material, please contact us on 1300 13 44 33.

Our Privacy Policies are available to view at [reisuper.com.au](http://reisuper.com.au) or you can obtain a copy by contacting us on 1300 13 44 33.

If you do not provide the personal information requested, we may not be able to manage your superannuation.

We may sometimes collect information about you from third parties such as your employer, a previous super fund, your financial adviser, our related entities and publicly available sources.

We may disclose your information to various organisations in order to manage your super, including your employer, our professional advisers, insurers, our related companies which provide services or products relevant to the provision of your super, any relevant government authority that requires your personal information to be disclosed, and our other service providers used to assist with managing your super.

In managing your super your personal information will be disclosed to service providers in another country, most likely to Mercer's processing centre in India. Our Privacy Policies list all other relevant offshore locations.

Our Privacy Policies set out in more detail how we deal with your personal information and who you can talk to if you wish to access and seek correction of the information we hold about you. It also provides detail about how you may lodge a complaint about the way we have dealt with your information and how that complaint will be handled.

If you have any other queries in relation to privacy issues, you may contact us on 1300 13 44 33 or write to our Privacy Officer, GPO Box 4303, Melbourne VIC 3001.

## Step 9 – Sign the form

By signing this form I understand that:

- I consent to my information being collected, disclosed and used in the manner set out in this form.
- the amount transferred from REI Super will be taken proportionately from the various investment options in which my super is invested.
- unless nominated by me in writing the amount transferred from REI Super will be taken from the components in the following order: unrestricted non preserved; restricted non preserved; preserved.
- the value of my super in REI Super will decrease by the amount transferred from REI Super in accordance with my request.
- the Trustee may not be able to action my transfer where the Trustee has been notified of family law proceedings in relation to my super.
- it may take up to five business days to process my payment instructions.
- the unit price used to calculate my benefit amount will be the most recent unit price released as at the time of processing my payment instructions.
- processing of my payment instructions will not commence until all payment requirements have been received by the Trustee.
- For members electing to transfer part of their benefit and leave their REI Super account open:
- By signing this form I agree that:
  - (i) my nominated transfer amount will be reduced, if necessary, to ensure that I maintain a leaving service benefit of \$5,000 in REI Super (relates only to members who have not signed the employment declaration under Step 3).
  - (ii) the amount transferred from REI Super will be taken proportionately from the various investment options in which my super is currently invested in REI Super, unless otherwise nominated by me in writing.
- there may be a delay in payment if my details have changed.
- I discharge the Trustee from any liability with respect to the amount of my super that is transferred.

**I have attached Proof of Identification/Age to allow my benefit payment to be processed.**

Signature

X

Date\*

□□ / □□ / □□□□

\*Please be advised that you have 90 days from the date you have signed this form to provide all outstanding identification documents as requested. If these documents are not received within 90 days of signing this form, your instructions will be invalid. Note that your identification documents must not be dated more than 90 days in the past.

**Send your completed form together with your proof of identity to:**

**REI Super**

**GPO Box 4303**

**Melbourne VIC 3001**

**Please note that you must post your original instructions in to the address above. Faxed copies or emails will not be accepted.**

