

# Request for Partial/Full Commutation – Pension

Please print in black or blue pen, in UPPERCASE.

## If you need help

For assistance, information on your benefit entitlements, or to access the Privacy Policy and your personal information call the Helpline on **1300 13 44 33**.

### > PART 1: YOUR DETAILS

Member number

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr Other

Given names

Surname

Date of Birth (DD-MM-YYYY)  -  -

Residential address

Suburb

State

Postcode

Postal address. If the same as your residential address, mark **X** in this box. ☐

Suburb

State

Postcode

Mobile phone

Home phone  (  )

Email

**Pension Type.** Select an option:

☐ Allocated Pension ☐ Transition to Retirement Allocated Pension

### > PART 2: PROVIDE PAYMENT INSTRUCTIONS

Please pay the commutation of my pension as follows:

**OPTION 1: PAY AS CASH.** Select an option:

☐ Full commutation (if available under the rules of the plan) **OR**

☐ A partial commutation of \$  ,  ,  Net of tax

Note that for Transition to Retirement Allocated Pensions the payment will be deducted from your unrestricted non- preserved component.

Please note that:

- The minimum amount for a partial commutation is \$5,000.00.
- Payments will be paid by EFT to the account where your regular pension payments are forwarded.

**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).

Continued over



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### ▶ PART 2: PROVIDE PAYMENT INSTRUCTIONS (CONTINUED)

#### OPTION 2: ROLL - BACK TOTAL BENEFIT TO AN REI SUPER ACCUMULATION ACCOUNT

- ☐ Is this part of a Pension Recycle/Reset?
- ☐ Have you also submitted a new Pension Application form?
- ☐ Do you have a current Super account for this to be transferred?
- ☐ Should a new Super account be set up in order for this transfer to take place?

If you wish to add money to your Pension account, either by personal contribution, rolling funds from another Super fund, or adding funds from your REI Super account you will need to consolidate these funds in an REI Super Accumulation account. Pension accounts cannot receive contributions or rollovers. If you wish to put additional funds into your REI Super Pension, you must first consolidate your Pension (and any funds you wish to put into your pension) into an REI Super accumulation account and then create a new Pension.

If you do not have an Accumulation account we can establish an account for you and the relevant fees and costs will apply. We recommend you read the REI Super PDS available on our website or can be obtained by contacting our Helpline on **1300 13 44 33**.

- ☐ Please pay into my existing REI Super Accumulation account number
- ☐ I wish to roll back to a new REI Super Accumulation account

Please pay:

- ☐ Total benefit
- ☐ Partial amount of \$  ,  .
- ☐ Retain \$  ,  .  in my REI Super Pension account and transfer the remainder

#### OPTION 3: ROLLOVER TO ANOTHER FUND Select an option:

- ☐ Full commutation (if available under the rules of the plan) **OR**
- ☐ A partial commutation of \$  ,  .

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 you will need the SMSF:

- Electronic Service Address (ESA)
- Australian Business Number (ABN)
- a copy of the bank statement in the name of the SMSF.

#### SMSF bank details

Name of financial institution

BSB  -  Account number

Account name

Fund contact number Fund type – Select an option:

-  ☐ Lump Sum ☐ Annuity

Fund ABN\*

-  -  -

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

Member 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 /ESA and membership/policy number of the fund you are transferring to. 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.

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### > PART 3: COMPLETE PRESERVATION DECLARATION

To be completed by Transition to Retirement Pensioners only.

Pensions cannot be fully commuted until the following conditions have been met:

- You are at least 60 years of age and have ceased employment since attaining age 60;

OR

- You have reached your preservation age\* and have permanently retired<sup>#</sup> from the workforce.

\* The preservation age is set by the Government and determines when you can access the preserved component of your super. If you are born on or after 1 July 1964, your preservation age is 60. Note: Anyone born before this date has already reached their preservation age.

<sup>#</sup> 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 and attach proof of age to allow your benefit payment to be processed (e.g. certified copy of your driver's licence, passport or birth certificate).

Select one option

☐ Yes, I am at least 60 years of age and I have ceased employment since attaining age 60.

☐ Yes, I have reached preservation age and permanently retired from the workforce.

### > PART 4: 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 **X** 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 full details on completing proof of identity, refer to the "Completing proof of identity" fact sheet on the fund's website at [reisuper.com.au](http://reisuper.com.au) or call the Helpline on **1300 13 44 33**.

### > PART 5: 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?**

☐ Provided complete payment instructions in **Step 2?**

☐ If transferring to an SMSF you have provided:

☐ A copy of the SMSF bank statement

☐ The Electronic Service Address (ESA)

☐ Signed and dated the form in **Step 6?**

☐ 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

☐ 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 [reisuper.com.au](http://reisuper.com.au) or call the Helpline on **1300 13 44 33**.

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### Your Privacy

The Fund is administered by us along with our service provider, SS&C Bluebird Pty Limited (SS&C). 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/privacy-policy](https://reisuper.com.au/privacy-policy) 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 SS&C'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, **PO Box 832, Newcastle NSW 2300**.

### ▶ PART 6: SIGN THE FORM

By signing this form:

- I have read and understood this form.
- I understand and consent to my information being collected, disclosed and used in the manner set out in this form.
- I understand that there may be a delay in payment if my details have changed.
- I understand that under Tax Office regulations, I must keep a copy of this form for five (5) years from the date completed.
- I have read and understood the Privacy Policy which is available at [reisuper.com.au/privacy-policy](https://reisuper.com.au/privacy-policy) and I consent to my personal information being collected and used by REI Super in accordance with this privacy policy.

Signature

X

Date

/   /

### ▶ READY TO SEND US YOUR FORM?

Please return your completed form to REI Super:

**Post:** REI Super, PO Box 832, Newcastle NSW 2300

**Email:** [admin@reisuper.com.au](mailto:admin@reisuper.com.au).

### ▶ WE'RE HERE TO HELP

If you need any assistance with filling out this form, or have any questions about super, please feel free to call us on **1300 13 44 33**.

