

Family law instructions for payment of entitlement cont...

► PART 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.

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.

► PART 3: COMPLETE SPOUSE MEMBER DETAILS

Name of your spouse

Spouse's member number

► PART 4: PROVIDE PAYMENT INSTRUCTIONS

- It is important that you provide all of the information requested on this form to ensure prompt payment of your entitlement
- Appropriate proof of identity (as detailed on this form) MUST accompany these payment instructions
- The completed form must be received by the Trustee within 28 days of the date specified in the attached letter
- If you do not provide the Rollover Fund's Superannuation identifier USI/ESA OR your new member account number, your benefit cannot be processed. In the event that you do not provide this information, you will be contacted by REI Super
- Failure to provide the required information, or failure to provide it within the required time, may result in your benefit being transferred to the Australian Taxation Office.

Please instruct us what you wish to do with your benefit:

Option 1: Pay as cash (See Step 5 for preservation declaration)

Maximum amount available \$

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

Holder (past or present) of visa sub-class 405 or 410 Yes No

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

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 provide proof of your account details such as a statement that shows your BSB number, your bank account number and your account name.

Financial institution

Account held in the name of

BSB

Account number

We will take care to ensure your money is paid in line with the details you have provided. However, we accept no responsibility for any loss which occurs as a result of incorrect bank account details you provide us.

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Option 2: Rollover to another fund

If you are rolling over you may be requested to provide additional information to enable the Trustee to confirm the validity of the Fund.

Maximum amount available Total remaining after above cash payment in option 1

\$ (insert amount to be transferred)

(If you wish to transfer part of your super 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. Note that payment will be allocated from any non-preserved amount first, 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.)

Please provide details of the fund to which you are transferring

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 to provide:

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

Contact person

Contact telephone number

Fax

Find 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 and USI/ESA or 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.

▶ PART 5: COMPLETE PRESERVATION DECLARATION

Please complete if you are selecting Option 1 (pay as cash) at Step 4

A portion of your benefit may be subject to preservation. Please complete one of the following declarations and ensure that your proof of identity (requested at Step 6) shows your date of birth.

- I am at least 60 years of age, have ceased employment and have permanently retired from the workforce
- I am at least 60 years of age and have ceased a gainful employment arrangement since attaining age 60, even if I am not permanently retired the workforce
- I am at least 65 years of age
- I do not meet any of the above conditions. I understand I can only make withdrawals from my unrestricted non-preserved component (if available)

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.

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► PART 6: 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.

Enter your TFN here

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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 www.reisuper.com.au or call the Helpline on 1300 13 44 33.

► PART 7: 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 4?**

Signed and dated the form (**Step 4?**)?

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 or call the Helpline on 1300 13 44 33.

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Your Privacy

REI Super is administered by us along with our service provider, SS&C Bluedoor 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 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 8: SIGN THE FORM

Your signature below indicates that you have read, understood and agree to the following statements:

- I confirm the details I have supplied are true and correct and instruct the trustee of REI Super to process my request
- I acknowledge that, before I sign this form, I have read and understand the REI Super Product Disclosure Statement available at reisuper.com.au
- I have read and understood the Privacy Policy which is available at reisuper.com.au/privacy-policy and I consent to my personal information being Collected and used by REI Super in accordance with this policy.
- I understand if I do not provide you with all information requested in this form, you may not be able to accept or carry out my request.

I understand:

- 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.
- I understand that if I haven't provided prior instructions on my intent to claim a tax deduction or split eligible contributions with my spouse, I will not be able to claim a tax deduction or split the withdrawn contributions in the future.
- 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.
- If I am withdrawing a part of my benefit, my withdrawal amount will be reduced, if necessary, to ensure that I maintain a balance of \$6,000.
- 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 withdrawn.

Member Signature

X

Date

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► READY TO SEND US YOUR FORM?

Once you have completed and signed this form, please either:

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

Email: 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**.