

# 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.

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

\* Your preservation age is between 55 and 60 depending on your date of birth – refer to 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 Super Helpline on **1800 025 026**.

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

Super Payout requested	ID required
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Rollover/transfer to another complying fund including SMSF	▶ Your TFN or a photocopy of your ID (certification is not required)
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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
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Birth certificate	Electricity, gas or water bill issued in the last 3 months
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Citizenship certificate issued by the Commonwealth	Landline phone bill issued in the last 3 months (mobile phone bills will NOT be accepted)
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Pension card issued by the Department of Human Services (Centrelink)	Tax Office Notice of Assessment issued in the last 12 months
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If you are unable to provide the above identification or need further details, you can refer to the Completing Proof of Identity fact sheet on the fund website [www.gsjbwsuper.com.au](http://www.gsjbwsuper.com.au) or call the Super Helpline on **1800 025 026**.

The fact sheet contains specific information to meet the proof of identity requirements if you have changed your name, are signing on behalf of another person or if your identification is written in another language. The fact sheet also provides an extensive list of people who can certify documents.

STA001/2015

## HOW TO apply for a super payout

### STEP 3 – THE EASY WAY TO CERTIFY YOUR ID

- photocopy both sides of your current drivers licence or passport
- take the photocopy and the original to Australia Post\* or your local Police station\*\*.

\* To be able to certify your documents, the Australia 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. Australia Post will charge a small fee for each photocopy you need to get certified.

\*\*A Police Officer, Sheriff or Sheriff's Officer can certify your ID.

You can also refer to the Completing Proof of Identity fact sheet on the fund's website at [www.gsjbwsuper.com.au](http://www.gsjbwsuper.com.au) for a list of other people who can certify your ID.

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)
- Certified true copy
- ← Write or stamp 'certified true copy' of the original document
- J. Sample* ← The authorised person's signature
- ← Mr John Sample ← Full name, qualification and registration number (if applicable) of the authorised person
- ← Justice of Peace
- ← Registration No.123456789 ← Date of certification (within 12 months of receipt)
- ← Date: 01/02/2015

### 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 more tax than necessary on super contributions made for you by your employer (including SG, salary sacrifice and other contributions) in this financial year. 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.gsjbwsuper.com.au](http://www.gsjbwsuper.com.au) or contact the the Super Helpline on **1800 025 026**.

### STEP 4 – COMPLETE THE FORM

Complete the form in black or blue pen, in uppercase and send to: Goldman Sachs & JBWere Superannuation Fund, GPO Box 4303, Melbourne VIC 3001

# Portability Transfer Instructions

## from Goldman Sachs & JBWere Superannuation Fund

If you need help

For assistance call the Helpline on 1800 025 026.

**Step 1 – Complete your personal details** *Please print in black or blue pen, in uppercase, one character per box.* **A** ✓

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.gsjbwsuper.com.au](http://www.gsjbwsuper.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.**

Issued by BEST Superannuation Pty Ltd (ABN 57 070 732 008, AFSL 530672) as trustee of the Goldman Sachs & JBWere Superannuation Fund (ABN 55 697 537 183, SPIN BES0001AU)



## Step 3 – Provide payment instructions

Portability transfers only apply to the accumulation component of your leaving service benefit.

Please transfer the amount indicated below as follows. **(Select one option only ✓)**

Transfer all but \$10,000 of my leaving service benefit.

**OR**

\$     ,     .

Note: if transferring the amount you nominate would leave your leaving service benefit with a leaving service payout of less than \$10,000, the amount transferred will be limited so that your leaving service benefit is \$10,000.

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).

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.

### SMSF bank details – please provide a copy of your SMSF bank statement

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

RSE Licence number\*

Fund Registration number\*

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

Public Sector Super Scheme  Retirement Savings Account

\*A rollover to another fund cannot occur without the the ABN, USI/ESA **and** Member/Policy no and RSE Licence and Fund Registration number (if applicable) of the Fund you are transferring to. Your rollover fund can help you complete these details. If your rollover fund does not have an ABN, USI/ESA **and** Member/Policy Number, please provide an alternative identifier. 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 and USI/ESA, or Member/Policy Number, please provide an alternative identifier.

**Continued over**



## Step 3 – Provide payment instructions (continued)

### Alternative identifier (select an option )

- SFN    -
- Other
- TFN    -    -    (for Self Managed Funds only)

We will notify you if the fund of your choice will not accept a transfer of your super from Goldman Sachs & JBWere Superannuation Fund or if all or some of your super in the Goldman Sachs & JBWere Superannuation Fund cannot otherwise be transferred.

## Step 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 () 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).

The **Goldman Sachs & JBWere Superannuation Fund** 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 the **Goldman Sachs & JBWere Superannuation Fund** 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 [www.gsjbwsuper.com.au](http://www.gsjbwsuper.com.au) or call the Helpline on **1800 025 026**.

## Step 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**?
- 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 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 [www.gsjbwsuper.com.au](http://www.gsjbwsuper.com.au) or call the Super Helpline on **1800 025 026**.



## Step 6 – Sign the form

By signing this form I understand that:

- once my transfer request is actioned, I will not be eligible for a further partial transfer from my account during this fund year to fund review date ie. 30 June.
- future contributions made by my employer on my behalf will continue to be paid into Goldman Sachs & JBWere Superannuation Fund, unless agreed otherwise with my employer.
- unless nominated by me in writing, the amount transferred from Goldman Sachs & JBWere Superannuation Fund will be taken from the preserved components in the following order: unrestricted non preserved; restricted non preserved; preserved.
- a withdrawal fee of \$180 will be deducted from my transfer amount.
- the value of my super in Goldman Sachs & JBWere Superannuation Fund will decrease by the amount transferred from Goldman Sachs & JBWere Superannuation Fund 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.
- Information contained in this form will be used by the Trustee to process my benefit payment. It may be disclosed to the administrator, government agencies, my employer and other parties as required, including the trustee of any other fund I may transfer to. By signing this form I consent to the handling of my personal information in this manner. If I do not provide the information my payment request may not be processed.
- there may be a delay in payment if my details have changed.
- I can access my personal information by writing to the Goldman Sachs & JBWere Superannuation Fund Privacy Officer, GPO Box 4303 Melbourne VIC 3001.

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 \$10,000 in Goldman Sachs & JBWere Superannuation Fund.
- (ii) my membership in Goldman Sachs & JBWere Superannuation Fund will continue and my insurance cover (if any) will continue provided contributions continue to be paid to the fund.

I discharge the trustee from any liability with respect to the amount of my super that is transferred.

Signature

Date

X

□□ / □□ / □□□□

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

**Goldman Sachs & JBWere Superannuation Fund**

**GPO Box 4303**

**Melbourne VIC 3001**

