

# 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, ElectricSuper Rules require that it be retained in an approved rollover fund, unless you are at least 55 years of age.

From 1 July 2015, the government’s new schedule of preservation ages (see table below) may mean that you pay more tax on these cash benefits, if you are younger than the government’s preservation age.

Date of birth	Government 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 ElectricSuper on **1300 307 844**.

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 ElectricSuper’s website at [www.electricsuper.com.au](http://www.electricsuper.com.au) or call ElectricSuper on **1300 307 844**.

Super Payout requested	ID required
------------------------	-------------

Rollover/transfer to another complying fund	▶ Your TFN or a photocopy of your ID (certification is not required)
---	--

Rollover/transfer to an SMSF, 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



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

### STEP 4 – COMPLETE THE FORM

Complete the form in black or blue pen, in uppercase and send to: ElectricSuper, 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 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 ElectricSuper before the end of the financial year, or your earlier payment from ElectricSuper. 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 scheme(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 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 ElectricSuper's website [www.electricsuper.com.au](http://www.electricsuper.com.au) or contact the ElectricSuper Helpline on **1300 307 844**.

# Contributions Splitting Application from ElectricSuper

Before completing this form please read the factsheet "Splitting super contributions in the ElectricSuper" available from ElectricSuper on 1300 307 844 or website [www.electricsuper.com.au](http://www.electricsuper.com.au).

## 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)

Street address

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.electricsuper.com.au](http://www.electricsuper.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 Electricity Industry Superannuation Board as Trustee of Electricity Industry Superannuation Scheme ABN 57 923 283 236.  
'MERCER' is a registered trademark of Mercer (Australia) Pty Ltd ABN 32 005 315 917. Copyright 2016 Mercer LLC. All rights reserved.







## Step 5B – Contributions splitting details for exiting members

(only complete this section if you are leaving ElectricSuper)

If you are withdrawing your entire superannuation benefit from ElectricSuper you may also elect to split contributions made to your super account during the **current** financial year. Please nominate the amount you wish to split (note this section only applies to contributions made during the current financial year. To request a split for contributions made during the previous financial year you will also need to complete Step 5A above). Please ensure this form is submitted together with your 'Payment Instructions' form.

### Eligible concessional contributions to be split:

(e.g. deductible contributions such as employer and salary sacrifice contributions)

Write the amount or percentage that your spouse is to receive. It cannot be more than 85% of the contributions you made in this category or more than your concessional contributions cap for the financial year. From 1 July 2019, the concessional contributions cap may be increased above the general concessional cap if you are eligible. To be eligible you must make concessional contributions in excess of the general concessional cap, have a total superannuation balance less than \$500,000 immediately prior to the financial year, and have unused concessional cap space from the previous 5 years (with 2018–19 financial year being the first year you can accrue unused concessional contributions). Your concessional contributions cap will equal the general concessional cap plus the previously unused concessional contributions made in excess of the general concessional contributions cap. Your increased concessional contributions cap, will be used to determine the maximum amount of taxed splittable contributions.

(tick one circle only)

**Dollar Amount** (enter amount and tick whether net or gross of tax\*)

\$

**NET** or  **GROSS**

OR

**Percentage** (enter percentage and tick whether net or gross of tax\*)

%

**NET** or  **GROSS**

\* Concessional contributions are subject to 15% contribution tax. If you nominate a gross dollar amount or percentage above, the amount transferred will be reduced by 15% to allow for this tax. If you nominate a net dollar amount or percentage above, the amount transferred will be as per your nomination (subject to any applicable maximums).

**Note:** Only eligible contributions made during the current financial year can be split. The total contributions amount nominated cannot exceed a maximum of the total concessional contributions made to your account during the financial year or concessional contribution cap\*\* (whichever is lesser).

If you nominate an amount greater than the legislated concessional contribution cap, the amount transferred will be reduced accordingly in this account.

\*\* Refer to the factsheet "Splitting super contributions in ElectricSuper" for details of the applicable limit.

## Step 6 – Sign the form (member to complete)

I request that the trustee of ElectricSuper splits the contributions detailed in Steps 5A and/or 5B to the superannuation account of my spouse as detailed in Step 4.

By signing this form I acknowledge that I have read and understood the fact sheet 'Splitting super contributions in ElectricSuper' and I understand that:

- once my contributions split is actioned, I will not be eligible for a further contributions split in respect of the nominated financial year.
- the amount transferred from ElectricSuper will be taken from the preservation components in the following order: preserved, restricted non-preserved, unrestricted non-preserved.
- my nominated transfer amount will be reduced, if necessary, to ensure that I maintain a leaving service benefit of at least \$5,000 in my member account in ElectricSuper.
- if the contributions nominated to be split exceed the maximum allowed by the legislation or the scheme rules, my nominated transfer amount will be reduced to the maximum allowable amount.
- any untaxed contributions split after 1 July 2007 will be treated as a taxable component in my spouse's account.
- the value of my super in ElectricSuper will decrease by the amount transferred out of ElectricSuper in accordance with this contributions split request.
- there may be a delay in payment if my details have changed
- I consent to my information being collected, disclosed and used in the manner set out in this form.

I confirm that the person nominated as the receiving spouse in Step 4 is an eligible spouse, as defined in Step 8 below.

I declare that the information provided on this form is correct and confirm that the amount to be split is within the legislatively specified limits.

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

Signature

Date

/   /

*continued over*



## Step 7 – Receiving spouse declaration (spouse to complete)

I declare that at the date of this application I am the spouse\* of the applicant and I:

- am aged less than 55 years; OR
- am aged between 55 and 64 years and I have not permanently retired from the workforce.

I understand that:

- The information contained in this form will be used by the trustee to process this contributions split request. For this purpose, the information may pass between the trustee of ElectricSuper and its administrator and other parties as required, including the trustee of the fund to which the contributions are transferred, and I consent to the handling of my personal information in this way.

Signature

X

Date   /   /

\* A spouse is one who is either legally married to the applicant or in a de facto relationship with the applicant where you live together on a genuine domestic basis as husband and wife, or a same sex spouse.

**Note:** This section must be completed by the receiving spouse in order for the trustee to process the contributions splitting request.

The trustee of ElectricSuper recommends that you seek advice from a licensed, or appropriately authorised, financial adviser regarding your super before you make any decision in relation to contributions splitting.

## Step 8 – Return your documents

**Please return your completed form (plus any required ID documents) by post only to ElectricSuper, GPO Box 4303, Melbourne VIC 3001. (Forms returned by fax or email will not be accepted.)**

## Your Privacy

ElectricSuper is administered by us along with our service provider, Mercer Outsourcing (Australia) Pty Ltd. 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 307 844.

Our Privacy Policies are available to view at [www.electricsuper.com.au](http://www.electricsuper.com.au) or you can obtain a copy by contacting us on 1300 307 844.

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 advisors, 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 307 844 or write to our Privacy Officer, Level 7, 70 Pirie Street, ADELAIDE SA 5000.

