

Withdrawal Form - Super

Please use **BLOCK LETTERS** and **black ink**.

Complete this form to apply for a lump sum withdrawal.

Send your completed form to:

Australian Ethical Super, Locked Bag 20013, Melbourne VIC 3001

Important: This form is not to be used if applying for severe financial hardship, please contact us on 1300 134 337 to receive the correct severe financial hardship withdrawal form.

If you intend make a full withdrawal, any contribution splitting you have requested or intend to complete, must be submitted and processed before completing this form as no contribution splits can be completed after an account has been closed.

Attach documentation if your personal details have changed

Name and date of birth changes - see the proof of identity fact sheet on page 4.

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

Alternatively, you can change your contact details online by accessing your account at www.australianethical.com.au/super/ or by calling us on 1300 134 337.

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

Step 1: Condition of release

To receive a payment using this form you need to confirm that either:

- you have reached a preservation age and are genuinely retired
- you are aged 60 or above and have left employment or are changing your employer
- you are 65 or over
- you are totally and permanently disabled or have a terminal illness*
- you are a temporary resident and are permanently departing Australia (excluding New Zealand)*
- you have approval from Medicare an agency of the Department of Human Services (DHS) that your money should be released for compassionate grounds*
- your super benefit contains an unrestricted, non-preserved amount and you wish to make a withdrawal of some or all of that amount
- your super benefit contains a restricted, non-preserved amount and you confirm that you have ceased the employment that gave rise to that restricted amount

* These claims require supporting documentation or the completion of additional forms. Contact us on 1300 134 337 for more information.

Step 2: Personal details

Member number

Date of birth

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Given name

Surname

Phone number

Email

Residential Address - Street number and name

Suburb

State

Postcode

Country

Step 3: Cash withdrawal and payment details

Withdrawal amount

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

A partial amount of \$ Full withdrawal

Name of Australian financial institution

BSB number

Account number

Account holder name

Account holder 2 name (if joint account)

***Note:** Please ensure that the bank account nominated is held in your name or in a joint account including your name.

I have attached a bank statement showing the nominated account name & number.

I have attached a certified copy of proof of identity (see over for requirements)

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).

Step 4. Tax File Number

Provide your Tax File Number (if you haven't already done so)

TFN

Providing your Tax File Number (TFN)

Under the Superannuation Industry (Supervision) Act 1993, Australian Ethical Super is authorised to collect, use and disclose your tax file number.

Australian Ethical Super may disclose your tax file number to another superannuation provider, when your benefits are being transferred, unless you request us in writing that your tax file number not be disclosed to any other superannuation provider.

Declining to quote your tax file number to us is not an offence. However giving your tax file number to your superannuation fund will have the following advantages:

- we will be able to accept all permitted types of contributions to your account/s;

- other than the tax that may ordinarily apply, you will not pay more tax than you need to - this affects both contributions to your superannuation and benefit payments when you start drawing down your superannuation benefits; and
- it will make it much easier to find different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

Step 5: Rollover to another super fund (if applicable)#

Is this a full rollover (close my account) or partial rollover. If partial, \$ or

Balance after cash payment

Name of fund

Member number

ABN

USI

 To

rollover to multiple funds, please copy this section of the form and complete.

Additional requirements for transfers to self-managed super funds.

If you are transferring an amount to a self-managed super fund, you must ensure that the details you provide about your self-managed super fund on or with this application matches exactly the details shown in superfundlookup.gov.au, including the registered address. Failure to provide matching details may result in requests for further information and delay the processing of your application.

Bank statement showing the account name where the funds will be transferred.

Name of Australian financial institution

BSB number

Account number

Account holder name

Account holder 2 name (if joint account)

I have attached a bank statement showing the nominated account name & 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 or Membership/Polic 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.

** For a rollover to a registered Self Managed Super Fund (SMSF), payment will only be sent to the address registered with the ATO

Step 6: Declaration

- The details that I have provided are true and correct.
- I am aware that I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and do not require any further information.
- I have received, read, and agree to the terms outlined in the Australian Ethical Super Product Disclosure Statement (PDS).
- I have received, read, and agree to be bound by the Privacy Collection Notice (Super) and the Privacy Policy.
- I authorise Australian Ethical Super to give effect to the withdrawal.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Signatory's full name (please print)

Proof of identity

As a requirement of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF legislation), you need to provide identification documentation with this transfer request to prove you are the person to whom the super entitlements belong. Please provide to us either one certified primary photographic ID document or one certified primary non-photographic ID document PLUS one certified secondary document as listed below.

People who can certify your identification documents include:

- a permanent employee of Australia Post who has two or more years of continuous service
- an officer of a financial institution, such as a bank, who has two or more years of continuous service
- a chartered accountant who is a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years continuous membership
- a legal practitioner (such as a solicitor) who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia
- a Justice of the Peace
- a police officer.

 IDENTIFICATION	←	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	←	Date of certification (within 12 months of receipt)
Registration No.123456789	←	
Date: 01/02/2015	←	

Your primary photographic ID document requirements

You MUST supply ONE primary document from this list

- Australian Driver Licence (current)
- Australian Passport (not expired more than 2 years)
- International Passport (current)
- Proof of Age Card/NSW Photo Card (current and government issued)

Does your primary identification document contain both a photo AND your current residential address?

- Yes, **no additional identification is required**
- No, you must also supply **one secondary document** that contains your current residential address (see below)

Your secondary photographic ID document requirements

STEP A

Supply ONE of the following;

- Birth certificate
- Citizenship certificate
- Centrelink Pension Card (current)

AND

STEP B

Supply ONE valid option that contains your current residential address;

- Utility Bill or Council Rates Notice (less than 3 months old)
- Taxation Notice or Centrelink Statement (less than 12 months old)