Withdrawal – lump sum and/or rollover

The Government has placed restrictions on when you can access your super, which generally must be ‘preserved’ in the superannuation system in order to fund your retirement.

What this fact sheet does

This fact sheet explains how to make a lump sum withdrawal from your superannuation fund and/or roll over your benefit into another complying super fund.

A form is attached to this fact sheet which will allow you to make a full or partial lump sum withdrawal and/or rollover request. The form is divided into four parts: Part A, Part B, Part C and Part D.

• If you would like to make both a lump sum withdrawal and rollover your benefit, simply complete all four parts of the form.

• If you want to make a part or full lump sum withdrawal complete Part A, B and D.

• If you want to roll over part or all of your benefit complete Part A, C and D.

Who it is for?

UniSuper members who want to make a lump sum withdrawal and/or roll over their benefit into a complying super fund.

There are three possible classifications when it comes to your super – preserved, restricted non-preserved, and unrestricted non-preserved.

Part or all of your restricted non-preserved benefits can be accessed when you terminate employment with a UniSuper employer* who had contributed to UniSuper on your behalf.

Part or all of your unrestricted non-preserved benefits can be accessed at any time, regardless of your age, employment situation or financial position, and are generally made up of benefits that you’ve already become entitled to, but voluntarily decided to keep within the super system (for example perhaps you’ve already reached age 65 but you’re still working).

Please note, if you leave your job and UniSuper is not the default super fund at your new employer, you may nominate UniSuper as your chosen fund for your Superannuation Guarantee contributions (that is, the compulsory 9% employer contributions), providing your new employer offers choice of fund. Your new employer can then pay your super contributions into your existing UniSuper account.

* A UniSuper employer is an employer that has entered into a participation agreement with the Trustee.
Each partial lump sum withdrawal or partial rollover will cost $37*.

Please refer to your most recent Benefit Statement for information about the preservation components of your benefit and the relevant Product Disclosure Statement for more information about when you can withdraw your benefit. Alternatively, you can call the UniSuper Helpline on 1800 331 685.

*Note that fees are generally increased in line with inflation at 1 July each year.

Defined Benefit Division (DBD) members
If you are a member of UniSuper’s Defined Benefit Division (DBD) and elect to make a withdrawal from your defined benefit component, you will automatically cease to be a member of the DBD.

Your remaining balance and all future employer and member contributions will be transferred to an Accumulation 1 account.

Temporary resident members
A temporary resident whose visa has expired or been cancelled is able to claim his or her super benefit from UniSuper as a lump sum once they have permanently departed Australia. If the benefit is not claimed within six months of departing Australia, the benefit becomes ‘unclaimed money’ and UniSuper must pay it to the Australian Taxation Office (ATO).

Please call the UniSuper Helpline on 1800 331 685 for further information.

When can you roll over your super?
You can roll over all or part of your accumulation component/account to another super fund at any time.

If you are currently employed by a UniSuper employer, please complete a Portability transfer form in order to make a rollover, available from the UniSuper website or by calling the Helpline on 1800 331 685.

Partial withdrawal or rollovers?
If you make a partial withdrawal or rollover, you must leave a minimum of $1,000 in your account.

If the amount requested in a partial withdrawal or rollover does not allow a minimum account balance of $1,000 to be retained in UniSuper, the amount withdrawn or rolled over will be your account balance less $1,000.

Providing your tax file number
Under the Superannuation Industry (Supervision) Act 1993, UniSuper is authorised to collect your tax file number (TFN), which will only be used for lawful purposes. These purposes may change in the future as a result of legislative changes. You are not obligated to provide your TFN. However, if you do not provide your TFN, tax will be deducted from your withdrawal at the highest marginal tax rate plus the Medicare levy. Your TFN may be disclosed to another super fund when your benefits are being rolled over, unless you request in writing that your TFN is not to be disclosed to any other trustee.

Tax on lump sum withdrawals
If you are under age 60, tax will be automatically deducted from your lump sum withdrawal.

If you do not provide your TFN, tax will be deducted from your withdrawal at the highest marginal tax rate plus the Medicare levy.

Tax on rollovers
No tax is payable on rollovers.
Completing Proof of Identity

UniSuper is required to verify your identity to prove that you are the person to whom the superannuation entitlements belong before providing any service to you. To ensure that the service can be provided promptly, please ensure that you provide all necessary certified proof of identity documents. Proof of identity documents that have not been correctly certified cannot be accepted.

Please note, UniSuper does not require original proof of identity documents. Instead, we need to receive certified copies of the proof of identity documents.

Acceptable documents

Please provide certified copies of either:

**One of the following documents only:**
- driver’s licence issued under State or Territory law (or issued under foreign law if containing your photograph)
- Australian passport (or foreign passport if containing your photograph and signature)
- proof of age card issued under State or Territory law
- national ID card issued by a foreign government or the United Nations (if containing your photograph and signature).

OR

**One of the following documents:**
- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink
- Health card issued by Centrelink.

**AND**

**One of the following documents:**
- letter from the Commonwealth, State or Territory in the past 12 months regarding a Government assistance payment
- notice of assessment from the Australian Taxation Office in the past 12 months
- notice from a local council or utilities provider in the past three months. For example:
  - rates notice
  - electricity bill.

Certification of documents

To obtain a certified copy of a proof of identity document, take the original document and a photocopy to a person who is authorised to certify documents (see below).

The person must sight the original and the photocopy, make sure both documents are identical, then ensure that all photocopied pages of the ORIGINAL proof of identification documents (including any linking documents) are certified as true copies by writing or stamping “certified true copy” followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee) and date.

**Change of name or signing on behalf of another person**

If you have changed your name or are signing on behalf of the applicant you will need to provide a certified linking document that proves a relationship exists between two or more names.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Suitable linking document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Name</td>
<td>• Marriage certificate&lt;br&gt; • Deed poll&lt;br&gt; • Change of name certificate from the Births, Deaths and Marriages Registration Office</td>
</tr>
<tr>
<td>Signing on behalf of another person</td>
<td>• Power of attorney&lt;br&gt; • Guardianship papers&lt;br&gt; • Administration order</td>
</tr>
</tbody>
</table>
Persons who are authorised to certify proof of identity documents

Occupations

Chiropractor
Dentist
A legal practitioner, who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia
Medical practitioner
Nurse
Optometrist
Patent attorney
Pharmacist
Physiotherapist
Psychologist
Trade marks attorney
Veterinary surgeon

Other persons

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer
(within the meaning of the Consular Fees Act 1955)
Bailiff
Bank officer with 2 or more continuous years of service
Building society officer with 2 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court
Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 2 or more years of continuous service
Employee of the Australian Trade Commission who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3(d) of the Consular Fees Act 1955; and
(c) exercising his or her function in that place.
Employee of the Commonwealth who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
(c) exercising his or her function in that place.
Fellow of the National Tax Accountants’ Association
Finance company officer with 2 or more years of continuous service
Holder of a statutory office not specified in another item in this section
Judge of a court
Justice of the Peace
Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
Master of a court
Member of Chartered Secretaries Australia
Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants
Member of the Australian Defence Force who is:
(a) an officer; or
(b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
(c) a warrant officer within the meaning of that Act.
Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
Member of:
(a) the Parliament of the Commonwealth; or
(b) the Parliament of a State; or
(c) a Territory legislature; or
(d) a local government authority of a State or Territory.
Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
Notary public
An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licences
Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
Permanent employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority; or
(c) a local government authority
with 2 or more years of continuous service who is not specified in another item in this section
Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
Police officer
Registrar, or Deputy Registrar, of a court
Senior Executive Service employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority
Sheriff
Sheriff’s officer
Teacher employed on a full-time basis at a school or tertiary education institution
Member of the Australasian Institute of Mining and Metallurgy

Send your form back to UniSuper

Post your completed and signed fact sheet and form to UniSuper, Level 37, 385 Bourke Street, Melbourne VIC 3000.

Please note, faxed copies cannot be processed.
Withdrawal form
Use this form to make a lump sum withdrawal and/or rollover super benefits to another complying super fund.

Important information
Lump sum withdrawal or rollover?
This form is divided into four sections:
Part A – Your details
Part B – Lump sum withdrawal
Part C – Rollover to another complying super fund
Part D – Declaration
If you would like to make both a lump sum withdrawal and rollover your benefit, complete all 4 parts of this form.

Withdrawal fee
Each partial lump sum withdrawal will cost $37.
Please note that UniSuper’s fees are generally increased in line with inflation after 1 July each year.

Proof of identity
UniSuper is required by law to verify your identity before processing a withdrawal. Please attach certified copies of proof of identity documentation to this form. Details about which documents can be accepted can be found in the attached fact sheet.

Further information
If you need further information or help to complete this form:
• email enquiry@unisuper.com.au
• call the UniSuper Helpline on 1800 331 685, or
• visit our website at www.unisuper.com.au

Privacy information
UniSuper recognises the importance of protecting your personal information and is committed to complying with its privacy law obligations. To find out more about how UniSuper collects and manages your personal information, please refer to UniSuper’s Privacy Policy, which is available from UniSuper’s website at www.unisuper.com.au or by calling the UniSuper Helpline on 1800 331 685 between 9am and 5pm (AEST), Monday to Friday.

PART A — Your details

SECTION 1 — Member details

Please use BLACK or BLUE BALL POINT PEN and print in CAPITAL LETTERS. Cross where required. X

<table>
<thead>
<tr>
<th>Title: Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Dr</th>
<th>Professor</th>
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</tbody>
</table>

Surname

Given name

Date of birth (DD/MM/YYYY)

Residential address, Number and Street (not PO Box)

Suburb/Town

State Postcode

Country (if not Australia)

Postal address, Number and Street (or PO Box if applicable)

Suburb/Town

State Postcode

Country (if not Australia)

What is the phone number you wish UniSuper to call you on if there is a question we need to ask you regarding this form?
Contact number (during business hours)

( )

UniSuper Member Number
(If you are unsure of your member number, refer to your most recent Benefit Statement or call the UniSuper Helpline.)
PART A — Your details continued

SECTION 2 — Tax File Number

You do not have to provide your Tax File Number (TFN), however, if you do not provide your TFN, you may pay more tax than you need to on your withdrawal.

Your Tax File Number

SECTION 3 — Residency/Visa status

What type of residency or visa do you have?

- Australian citizen,
- Permanent resident,
- New Zealand citizen or Retirement visa (405 or 410)

- Temporary resident,
  (Refer to the attached fact sheet for information on how temporary residents can access their benefit)

Go to SECTION 4

SECTION 4 — Your request

Which type of withdrawal would you like to make?

- a lump sum withdrawal  Go to PART B
- rollover to another super fund  Go to PART C
- both a lump sum withdrawal and a rollover to another super fund  Complete PART B and PART C

You cannot use this form to withdraw this benefit. However, you can still use this form to roll out your super benefit to another complying super fund. Please call UniSuper on 1800 331 685 for further information.
PART B — Lump sum withdrawal

SECTION 5 — Full or partial withdrawal

Would you like to make a full or partial withdrawal?

Full ☐

Partial ☑

If you are making a partial withdrawal, you must leave a minimum of $1,000 in your account. Tax will be automatically deducted if you are under age 60.

How much do you wish to withdraw?

$ ☑,

Please indicate if this is the gross or net amount. (Select one box only)

Gross ☐ Before tax is deducted

Net ☑ After tax is deducted

Do you wish to make a partial rollover to another complying super fund?

Yes ☐

No ☑

SECTION 6 — Reason for withdrawal request

Please select one of the following options.

I am withdrawing my unrestricted non-preserved benefits ☐

I have terminated employment with a UniSuper employer and my preserved benefits are less than $200 ☐

I have reached age 55 and have permanently retired from the workforce ☐

I have reached age 60 and an arrangement under which I was gainfully employed has come to an end ☐

I am aged 65 or over ☐

SECTION 7 — Payment options

There are two types of payment options. Electronic Funds Transfer (EFT) or cheque.

Which payment option would you like?

EFT ☑ Go to SECTION 8

Cheque ☐ If you select cheque, the withdrawal payment will be forwarded to the address in Section 1.

Go to SECTION 11

SECTION 8 — Your financial institution’s details

Please specify the financial institution account into which your withdrawal is to be paid

Financial institution name

Postal address

Number and Street (or PO Box if applicable)

Suburb/Town

State ☑ Postcode ☐

Name in which the account is held

BSB number

Account number

form continues ➔
PART C — Rollover to a complying super fund

SECTION 9 — Full or partial rollover

Would you like to rollover all or part of your UniSuper benefit to another complying super fund?

Full rollover  Go to SECTION 10

Partial rollover  Please note, if you make a partial rollover, you must leave a minimum of $1,000 in your account. If you are currently employed by a UniSuper employer, you will need to complete a Portability transfer form in order to make a rollover.

How much do you wish to rollover?

$ ..............................

No  Go to Part D

SECTION 10 — Rollover fund details

Complete your rollover fund details below. Rollovers will be forwarded to your nominated super fund by cheque (EFT not available).

Full name of fund

Postal address

Suburb/Town

State  Postcode  

Membership/policy number

ABN number (must complete)

SPIN (if known)

For a rollover to self-managed super funds (SMSFs) please attach appropriately certified proof of identity documents. Details about which documents can be accepted, can be found in the Completing proof of identity section in the fact sheet accompanying this form.

PART D — Declaration

SECTION 11 — Declaration

Please read this Declaration before you sign and date your form.

I declare that I have read this form and the information I have provided on this form is true and correct

I understand that I have the right to ask UniSuper for information about the effect the withdrawal or rollover may have on my benefit entitlements and do not require any further information

I request and consent to the withdrawal or rollover of my benefit as indicated on this form and authorise UniSuper to give effect to the withdrawal or rollover

I understand that:

– if I do not provide my TFN I may be liable to pay additional tax on my withdrawal (if applicable)

– a fee of $37 will apply to my withdrawal (if applicable)

– I understand that if I have not provided the appropriately certified proof of identity information my application cannot be processed

– I discharge UniSuper of all further liability in respect of the benefits rolled over to my nominated rollover fund (if applicable)

– I consent to my personal information being used in accordance with UniSuper’s Privacy Policy.

Signature

Date (DD/MM/YYYY)

Please note:

– Faxed copies cannot be processed.

– Please include with this form certified copies of proof of identity documentation – refer to the attached fact sheet for more information.

Post your completed and signed fact sheet and form to:

UniSuper
Level 37, 385 Bourke Street
Melbourne VIC 3000