

LUMP SUM BENEFIT PAYMENT REQUEST FOR YOUR SUPERANNUATION OR ACCOUNT BASED PENSION

Tidswell Master Superannuation Plan

How to claim a benefit

To claim a benefit from your Tidswell Master Superannuation Plan (**the Plan**) you will need to complete the attached Benefit Payment Request and send it to Tidswell Financial Services Ltd (**the Trustee**) together with the appropriate identification documents as outlined in the section *Completing proof of identity* on pages 3 and 4. Please read the following information to assist you with completing this Benefit Payment Request and to determine the type of benefit for which you are eligible.

Your Benefit Payment Request will be processed as soon as reasonably practicable and ordinarily within 10 business days of receipt of your request, provided there is sufficient cash in your account to make the withdrawal. Please note that the Trustee has up to 30 days from receipt of a request to process a withdrawal. There is an exception to this requirement where specific investments have redemption restrictions imposed on them that prevent us from paying a benefit within this time period.

Member details

It is necessary to complete these details. They should include your member number, name, date of birth, TFN and contact details. Also enclose a copy of the appropriate identification documents as outlined in the section *Completing proof of identity* on pages 3 and 4.

If you are having difficulty meeting these identification requirements please contact your financial adviser or Tidswell Financial on (08) 8223 1676.

Reason for payment request

RETIREMENT

For superannuation members, upon permanent retirement from the workforce after reaching your preservation age, your retirement benefit will be the full amount in your account less any applicable tax and fees.

You are deemed to be permanently retired if:

- you are aged 65 or over; or
- you are aged between 60 and 65 and terminated employment after reaching age 60; or
- you have reached preservation age (see table), ceased employment and do not intend to work 10 hours or more per week.

Preservation age is defined as the age a member of a superannuation fund may access the preserved benefits which have built up in the fund, provided that they have permanently retired from the workforce.

The Federal Government has legislated the following preservation ages:

Date of birth	Age
Born before 1 July 1960	55
Born before 1 July 1960 – 30 June 1961	56
Born before 1 July 1961 – 30 June 1962	57
Born before 1 July 1962 – 30 June 1963	58
Born before 1 July 1963 – 30 June 1964	59
Born after 30 June 1964	60

ROLLOVER/TRANSFER TO ANOTHER FUND

If you leave employment or change jobs you may rollover your benefit to another complying superannuation fund. If you have not left your employer, you may still be able to transfer your benefit to another complying superannuation fund.

Please complete the section *If you are rolling over/transferring your benefit* on page 6 of the Benefit Payment Request.

UNRESTRICTED NON-PRESERVED BENEFIT

Unrestricted non-preserved amounts can be released under current superannuation legislation. Please refer to your last Member's Statement for details on the preservation components of your benefit.

TOTAL AND PERMANENT DISABLEMENT (TPD)

A TPD benefit is payable if, after considering relevant evidence, including medical reports, you are determined to be physically or mentally incapacitated to such an extent that you are unlikely to ever be able to work for reward again in any occupation or work for which you would be reasonably qualified by education, training or experience. You will be advised of the additional requirements by the Trustee on receipt of this completed Benefit Payment Request.

SEVERE FINANCIAL HARDSHIP

A benefit may be available to members who are in severe financial hardship and have been on Commonwealth Income Support payments for more than 26 continuous weeks. The Trustee will advise you of the additional requirements on receipt of this completed Benefit Payment Request.

SPECIFIED COMPASSIONATE GROUNDS

The release of benefits on specified compassionate grounds will be assessed by the Australian Prudential Regulation Authority (**APRA**) against strict criteria.

Briefly, the criteria relate to needing funds for medical treatment for certain acute, chronic or severe conditions, to prevent foreclosure of a mortgage on a home, to modify a home because of a severe medical disability, or for expenses associated with death, funeral and burial.

An application form must to be submitted to APRA. If approved by APRA, the request is then referred to the Trustee who will then release your superannuation benefit. For enquiries or to obtain a copy of the form please contact the Trustee.

TERMINAL MEDICAL CONDITION

A tax free lump sum benefit may be paid if a member has a terminal medical condition and two medical professionals certify that the condition or injury is likely to result in the member's death within 12 months.

BENEFIT LESS THAN \$200

Members may cash their benefit where they have terminated employment with the standard employer-sponsor of their fund and their preserved benefit is less than \$200.

TEMPORARY RESIDENT PERMANENTLY DEPARTING AUSTRALIA

Eligible temporary residents who have permanently returned to their country of residence may be able to withdraw their benefit subject to specific criteria. For further information, please contact the Trustee.

PRESERVED BENEFIT

The preserved component of your benefit cannot be paid until your genuine retirement on reaching your preservation age, except in special circumstances. If you want to transfer your benefit before preservation age to any approved rollover fund such as another superannuation fund or an approved deposit fund, complete the rollover details on the Benefit Payment Request. You may choose to have your cash component remain in the fund, transferred to another fund or paid to you less any PAYG tax.

Preserved benefits can also be transferred to a Transition to Retirement product upon reaching your preservation age.

Privacy Act 1988

The National Privacy Principles bind the Trustee to protect your personal information from unauthorised access, modification or use. We only collect personal and sensitive information from you to maintain your superannuation or pension account, provide you with insurance cover, make benefit payments, handle complaints or claims and ensure the information we hold is current and accurate. In order to pay your benefit the Trustee may disclose your personal information to third parties such as insurers, regulators such as APRA or the Australian Securities & Investments Commission (**ASIC**), your spouse or former spouse, the Australian Taxation Office (**ATO**) or as required by law. A copy of our Privacy Policy is available on our website at www.tidswell.com.au or by contacting us on (08) 8223 1676.

Declaration

The Benefit Payment Request must be signed and dated by you in the *Declaration* section and returned to the Trustee.

Continuation of insurance cover

If you are a superannuation member and you cease work, your Death Only, Death and TPD and/or Income Protection insurance cover will continue provided you have sufficient funds in your account to pay the premiums.

If you decide to leave the Plan altogether, a continuation option allows you to continue your Death Only, Death and TPD and/or Income Protection insurance cover through an individual insurance policy issued to you by the Insurer.

You may exercise a continuation option within 30 days after you leave the Plan and the Insurer may issue to you an individual insurance policy that is guaranteed to renew annually. All cover under the Plan will cease on commencement of the individual insurance policy.

Please contact the Trustee for further information.

Tax File Number (TFN) notification

We are required to tell you the following details before you provide your TFN for your superannuation products. The Trustee can collect your TFN under the *Superannuation Industry (Supervision) Act 1993* which will be used for lawful purposes. You are under no obligation to provide your TFN, either now or later, and it is not an offence to not quote your TFN.

However if you don't provide your TFN:

- An additional amount of tax at the highest rate may apply on the withdrawal amount.
- No-TFN tax may be refunded if the TFN is supplied within 4 years of the end of the financial year in which the contribution is made. Any refund will be added to your superannuation benefit and will be subject to the usual cashing and taxing rules.
- In the future when we need to pay benefits to you, it may be more difficult for us to locate or amalgamate all the superannuation benefits you are entitled to.

If you do provide your TFN, we will treat it as confidential and use it for purposes, including:

- to find your superannuation benefits where other information is insufficient;
- to ensure you can contribute to your account;
- to calculate tax on any superannuation benefits you may be entitled to; and/or
- providing your TFN to the Commissioner of Taxation if we are paying unclaimed money, if you receive a benefit, or for the purpose of the Lost Members' Register.

If you wish to transfer benefits to another superannuation fund or a Retirement Savings Account (**RSA**), we would provide your TFN to the Trustee of that fund or the RSA provider. If you do not want us to do this, you can notify us in writing at the time.

These purposes may change in the future as a result of further legislative changes. More information about the use of Tax File Numbers for superannuation can be obtained from the ATO hotline on 131 020.

Personal contribution tax deduction

If you wish to claim a tax deduction for personal contributions made in the current or previous financial year, you can provide the information in the section *Personal contributions tax deduction* on page 6.

If you have made personal contributions, you should check whether you are eligible to claim a tax deduction. If you don't claim a tax deduction at the time of making a withdrawal, we may not be able to accept a future request.

For example, we cannot accept a request where your contributions have been used to start a pension or if you have insufficient personal contributions remaining in your plan to cover the amount you are claiming.

If you do not check you are eligible to claim a tax deduction, or you do not have enough assessable income, the ATO could deny your deduction and this may mean you exceed your contribution limit(s). Where this is the case, if you have withdrawn any of your benefit or started a pension, you may not be able to reduce the amount you told us you were claiming. This may mean you have to pay additional tax.

Identification requirements

We are required to comply with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. This means we may need to obtain additional identification details when you commence a new account or undertake transactions in relation to your account.

Your identification may need to be verified before we can approve your request. We may decide to delay or refuse any request or transaction, including suspending a Benefit Payment Request if we are concerned that there may be a breach of our legal obligations.

COMPLETING PROOF OF IDENTITY

You will need to provide **certified** documentation with this Benefit Payment Request to prove you are the person to whom the superannuation benefit belongs.

ACCEPTABLE DOCUMENTS

The following primary and secondary identification documents may be used:

EITHER

A certified copy of any ONE of the primary photographic identification:

- Driver's licence issued under state or territory law
- Passport issued by the Commonwealth that has not expired within the past two years

OR

ONE of the following documents:

- Birth certificate or birth extract issued by a State or Territory of Australia
- Citizenship certificate issued by the Commonwealth
- A concession card which includes a pensioner concession card, a health care card or a seniors health card

AND

ONE of the following documents:

- Notice issued by the Commonwealth, or State or Territory government within the past 12 months that records the provision of financial benefits and contains your name and residential address (e.g. a letter from Centrelink regarding a government assistance payment)
- Notice issued by the ATO within the past 12 months that contains your name and residential address (e.g. a notice of an ATO assessment)
- Notice issued by a local government body or utilities provider within the previous three months (e.g. a rates notice from local government)

HAVE YOU CHANGED YOUR NAME OR ARE YOU 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. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents:

Purpose	Suitable linking documents
Change of name	<input type="checkbox"/> Marriage certificate <input type="checkbox"/> Deed poll <input type="checkbox"/> Change of name certificate from the Births, Deaths and Marriages Registration Office
Signing on behalf of the applicant	<input type="checkbox"/> Power of Attorney

CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of original proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so.

The person who is authorised to certify documents must see the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (e.g. Justice of the Peace, Australia Post employee, etc) and date.

The following persons are authorised to certify documents:

- a Justice of the Peace
- a judge of a court
- a magistrate
- a chief executive officer of a Commonwealth court
- a registrar or deputy registrar of a court
- a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- a police officer
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- a 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
- a notary public (for the purposes of the Statutory Declaration Regulations 1993)
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- an officer with 2 or more years of continuous service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993) (e.g. bank manager, bank officer)
- a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees (e.g. financial planner, adviser, broker)
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

Whilst every effort has been made to ensure that the information supplied in these notes is correct, no liability can be accepted for an error or misprint.

BENEFIT PAYMENT REQUEST

Tidswell Master Superannuation Plan

Please print clearly in CAPITAL letters using a black or blue pen and place a tick (✓) in any applicable boxes.

1. Member details

/

Member number

Superannuation account Pension account

Title Surname

Given name(s)

Date of birth (DD/MM/YYYY)

Tax File Number (TFN)

Contact phone number

2. Withdrawal amount

Partial withdrawal of \$ (Net of fees and tax)

Full withdrawal and close account

It is important to note that your partial withdrawal will include a taxable component, and if applicable, a tax-free component in proportion to the total account balance.

3. Investment option(s)

Please nominate which investment options you wish to deduct your partial withdrawal from in the table below:

Investment	Amount (\$)

If you do not select any specific investment options, the Trustee will deduct funds from your investment options at its discretion.

4. Nominated bank account

Pay to my previously nominated bank account

Pay to a different bank account

Name of financial institution

-

BSB

Account number

Account name

5. Reason for payment request

Please select one box only.

Retirement (Retirement declaration below must be completed)

Rollover/transfer to another fund (complete section 6)

Unrestricted non-preserved benefit

Total and permanent disablement*

Severe financial hardship*

Specified compassionate grounds*

Terminal medical condition*

Benefit less than \$200

Temporary resident permanently departing Australia

*If you select this option there will be additional forms to complete. Please contact Tidswell Financial for further information.

RETIREMENT DECLARATION

Please select one box only.

I am aged 55 to 64 and have permanently retired and never intend to work again for more than 10 hours per week

I am aged 60 to 65 and have ceased a gainful employment arrangement since reaching age 60

I have reached age 65

6. If you are rolling over/transferring your benefit

Please provide details of the receiving fund.

Name of fund

Australian Business Number (ABN)

Unique Superannuation Identifier (USI)

Member number

7. Personal contribution tax deduction

Do you wish to claim a tax deduction for personal contributions made in the current or previous financial year?

No

Yes, please complete the table below (if eligible)

Contribution	Total member contributions	Amount you claimed or wish to claim
Current financial year	\$	\$
Previous financial year	\$	\$

A *Deduction for personal super contributions* (NAT 71121) form from the Australian Taxation Office must be completed and returned with your Benefit Payment Request.

8. Proof of identity

I have provided appropriate certified proof of identity documents.

Please refer to the section *Completing proof of identity* on pages 3 and 4 for details of the documents required.

9. Declaration

I declare that:

- I am aware that by signing the declaration below and providing my Tax File Number (TFN) I am authorising the Trustee to pay my benefit as indicated and to quote my TFN to the Australian Taxation Office. I understand that if I choose not to quote my TFN, an additional amount of tax at the highest rate may apply to my benefit payment.
- If this benefit payment is a rollover or transfer, I authorise the Trustee to pay the receiving superannuation fund any outstanding contributions that are received after my benefit is paid.
- Where the full account balance is to be paid, I hereby release the Trustee from any further liability to me or my executors, administrators or dependants in respect of my participation in the Plan and request and authorise the termination of my membership in the Plan. If I have insurance cover, I understand that such cover will cease for any event occurring on or after the date the full account balance is paid.
- I have read the enclosed notes and declare that the information supplied by me on this form is true and correct.
- I give my consent to the collection, use and disclosure of my personal information under the *Privacy Act 1988*.

Member's signature or Power of Attorney

Date

Please note that an incomplete Benefit Payment Request form will result in payment delays.

When completed, please post this form and your certified ID documents to the Trustee:

Tidswell Financial
50 Hindmarsh Square
ADELAIDE SA 5000

If you are not providing any ID documents, this form may be faxed or emailed:

Fax: (08) 8232 1675

Email: mail@tidswell.com.au