



IOOF Portfolio Service Superannuation Fund

ABN 70 815 369 818

Benefit Payment Request

Complete these instructions in **BLACK INK** using **CAPITAL** letters and **✓** boxes where provided.

Please use this form to:

- make a lump sum (cash) withdrawal;
- rollover to another superannuation fund; or
- split contributions.

If you are making more than one withdrawal, please use a separate form for each payment type.

Do not use this form if you are requesting benefits for reasons of:

- temporary residency;
- financial hardship;
- death;
- permanent disablement;
- salary continuance; or
- transferring into another IOOF superannuation product.

If you wish to request one of the above benefits, please contact a **Client Services Officer** on 1800 062 963.

Please provide your certified proof of identity (refer to 'Completing proof of identity' in Step 11 for a list of acceptable documentation).

Step 1: Member details

Title (Dr/Mr/Mrs/Ms/Miss)	<input type="text"/>	Surname	<input type="text"/>
Given name(s)	<input type="text"/>		
Mailing address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
Phone (AH)	<input type="text"/>	Phone (BH)	<input type="text"/>
Account number	<input type="text"/>	Date of birth	<input type="text"/>
Client number	<input type="text"/>		
Tax File Number (if not already supplied)	<input type="text"/>		

Your Member Statement will show if your Tax File Number has been supplied. Although it is not compulsory to provide your Tax File Number, we are required by law to deduct tax on concessional contributions **and** also withholding tax on some or all of a lump sum (cash) withdrawal benefit at the highest marginal tax rate, plus the Medicare Levy.

Note: If you are rolling over your benefit go to Step 4.

Step 2: Residency details

Are you an Australian citizen, permanent resident or a New Zealand citizen?

- Yes
 No

If you ticked 'No' and are or have ever been the holder of a temporary resident visa, please speak to your financial adviser or contact a **Client Services Officer** on 1800 062 963.

Step 3: Conditions for lump sum (cash) withdrawals

If your benefits are preserved or restricted non-preserved you must meet one of the conditions below to make a withdrawal. Please tick the box applicable to your particular circumstance.

- I am aged 55 or more and have permanently retired.
- I am aged 60 or more and have terminated employment with my employer on / / but have not permanently retired.
- I am aged 65 or more.
- I have terminated employment with an employer who has contributed to this Fund (applies to restricted non-preserved benefits only).
- I have unrestricted non-preserved benefits.

Step 4: Payment amount

- Full withdrawal
- Partial withdrawal Amount: \$ (before tax) or Amount: \$ (after tax)
- leave \$2000 (plus tax provisioning and 3 months insurance premiums where applicable) in my account

Partial withdrawals only – investment options to be redeemed

Asset code	APIR code	Name	\$ Amount or %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you do not select the investment options to be redeemed, your investments will be redeemed on the basis of any standing redemption instructions you may have provided or otherwise on a pro-rata basis.

Step 5: Payment type

Please indicate how you want your benefits paid. For more than one payment type, please use a separate Benefit Payment Request form for each payment.

Please note: Lump sum (cash) withdrawals cannot be paid to third parties.

Lump sum (cash) withdrawal – direct credit to your account with a bank/financial institution

Your account name
Name of bank/
financial institution
Branch BSB – Account number

If direct credit details are not supplied, the payment will be made to you by cheque and sent to the above mailing address.

Rollover to another superannuation fund

Fund name
Fund address
Suburb State Postcode
SFN/ABN#
SPIN#
Account number#
Cheque made payable to

#You can obtain this information from the Fund's product disclosure statement or your latest Member Statement.

Do you need more information about the effect of rolling over your benefits, including any fees and charges applicable? If so, please contact one of our **Client Services Officers** on **1800 062 963** for further assistance.

Step 6: Preservation details (optional)

If you are making a partial withdrawal and rolling over to another superannuation fund, you can nominate below which preservation components you wish to include in your rollover. If you do not make a nomination, preservation components will be rolled over on a pro-rata basis.

Unrestricted non-preserved \$
Restricted non-preserved \$
Preserved \$

Step 7: Section 290-170 Tax Deduction Notice (optional)

If you are making a full withdrawal and you intend to claim a tax deduction for any personal superannuation contributions you have made to the Fund during the year, you must provide a Section 290-170 Tax Deduction Notice to the Trustee *before* you leave the fund. Please attach a completed Section 290-170 Tax Deduction Notice to this Benefit Payment Request form. You can obtain a Section 290-170 Tax Deduction Notice from our web site or by contacting a **Client Services Officer** on **1800 062 963**.

Step 11: Completing proof of identity

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

ACCEPTABLE DOCUMENTS

The following documents may be used.

EITHER

One of the following documents only:

- driver's licence issued under State or Territory law
- passport.

OR

One of the following documents:

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits.

AND

One of the following documents:

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory within the past twelve months that contains your name and residential address. For example:
 - Tax Office Notice of Assessment
 - Rates notice from local council.

HAVE YOU CHANGED YOUR NAME OR ARE 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 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	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or 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 (see below).

The person who is authorised to certify documents must sight 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, Bailiff, etc.) and date.

The following can certify copies of the originals as **true and correct** copies:

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

Step 11: Completing proof of identity (continued)

- 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 list
- 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 list
- 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

Post to: IOOF Portfolio Service, GPO Box 264, Melbourne, VIC 3001

Enquiries: 1800 062 963

Facsimile: 1800 558 539

Trustee: IOOF Investment Management Limited, ABN 53 006 695 021, AFS Licence No. 230524