

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 ClientFirst on 1800 913 118.

Step 3: Withdrawal instructions

Full withdrawal

- Transfer my total benefit to the rollover fund in Step 6 of this form
 Pay my total benefit to me in cash (subject to the below conditions of release)
 Withdraw my non-preserved benefit and transfer my preserved benefit to my nominated rollover fund in Step 6 of this form

Partial withdrawal

- Cash
 Rollover (complete Step 6)
 Amount \$ Net Gross (Unless indicated the amount shown will be net of tax)

For members of IOOF Pension

- Please treat this benefit as an additional pension payment, not a lump sum payment

Please note: All benefits paid in addition to your regular pension payments will be treated as a lump sum withdrawal unless you specify that it be treated as a pension payment.

Step 4: Financial institution details – Lump sum (cash) withdrawal

Name of financial institution

Account name

BSB - Account number

Note:

- If bank account details are not supplied, or unclear, the payment will be paid to you by cheque and sent to the above mailing address.
- Funds cannot be credited to a third party bank account.

Step 5: Conditions of release

You may access your member benefit if you meet one of the criteria detailed below.

- I have reached preservation age* and have permanently retired and intend never to become engaged in gainful employment for more than 10 hours per week
- I am aged 60 and less than 65 and on / / have ceased a gainful employment arrangement since turning age 60
- I am aged 65 or over
- My benefit is unrestricted non-preserved as I have previously met a condition of release covering this benefit
- I wish to withdraw money from my restricted non-preserved benefit (I have attached a letter from my previous employer confirming the date I ceased employment and that the employer contributed to my IOOF account on my behalf whilst I was employed)
- I have ceased employment with my last employer and my total benefit was less than \$200 at the time of termination (IOOF Super only)
- Compassionate grounds as approved by the Australian Taxation office (ATO) and I have attached the ATO approval**
- I am permanently incapacitated (conditions apply). Please contact ClientFirst for further information.

* Please refer to the **IOOF General Reference Guide (IOF.02)** for your preservation age.

** Please note we can also accept an emailed copy of the ATO approval letter.

Step 6a: Rollover fund details

Fund name	<input type="text"/>
ABN	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Unique Superannuation Identifier (USI)	<input type="text"/>
Account/member number	<input type="text"/>
Name of Financial Institution	<input type="text"/>

Step 6b: Rollover to a self-manged super fund (SMSF)

SMSF account name	<input type="text"/>
BSB	<input type="text"/> - <input type="text"/> Account number <input type="text"/>
ABN	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Electronic Service Address (ESA)	<input type="text"/>

Please note:

- Please attach a copy of the SMSF bank statement or transaction history that is less than 6 months old for validation purposes. Please ensure the account number, BSB and account name are clearly visible.
- An incorrect bank account will mean we cannot complete the rollover request. The bank account must be in the name of the SMSF.

Transferring to IOOF Personal Super and IOOF Pension Products

To transfer to IOOF Personal Super: Please complete the IOOF Personal Super Application form.

To transfer to IOOF Pension: Please complete the Tax File Number Declaration and the IOOF Pension Application forms.

Step 7: Claiming a tax deduction for personal Superannuation contributions

Only complete this Step if you are eligible and wish to claim a personal tax deduction in the current and/or previous financial years. If you wish to claim for both financial years you will need to complete and attach a separate form for each financial year. If you do not submit a Notice of Intent to claim a tax deduction before you make a full or partial withdrawal, you may lose your ability to claim a tax deduction for some or all of your personal contributions to this super fund.

I intend to claim a personal tax deduction under section 290-170 of the Income Tax Assessment Act 1997 Yes No

Notice of intent to claim or vary a deduction for personal super contributions

Contribution(s) made in the financial year ending	30 June 20 <input type="text"/>	30 June 20 <input type="text"/>
	\$	\$
Personal contributions made during the financial year		
Personal contributions (covered by this notice) that I will be claiming as a tax deduction		
Varying an earlier notice: if you are reducing an earlier deduction notice please state the total deduction amount you wish to claim for the entire financial year		

Please note: Failure to notify us of your intention to claim a tax deduction will result in you being unable to do so once you have exited the fund. Taking a partial payment may limit the amount you can claim in the future.

Australian visa (foreign passport holders)

Full name (as it appears on your passport)

First name

Middle name

Last name

Passport number

Country of
issue

By providing my proof of identity details above, I consent to its use to electronically verify my identity. I understand that my personal information will be shared with a secure external service provider in order to match my information with identification data sources.

Option 2 – Certified copies of identification

Please provide original certified copies of identification. Each page must be certified as a true copy. Please refer to the 'Completing proof of identity' document on our website for information on acceptable proof of identity documents and who can certify them.

Electronic verification if paper copies of certified documentation are incorrectly certified or unable to be read.

I authorise the use of my personal details for the purpose of electronically verifying my identity where possible if the paper copies of my certified documentation are incorrectly certified or unable to be read. I understand that my personal information will be shared with a secure external service provider in order to match my information with identification data sources.

Step 10: Member declaration

Important note: The Trustee collects the information in this form in order to process your withdrawal instructions. Any personal information provided in this form will be handled in accordance with the Trustee's privacy policy, available at ioof.com.au/privacy.

By signing this form I am making the following statements:

- I declare I have fully read this form in full and the information completed is true and correct.
- I am aware I may ask the Trustee 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.
- If the fund I am transferring my benefit to is a Self Managed Superannuation Fund (SMSF), I declare that I am either a trustee of the SMSF or director of the corporate trustee of the SMSF.
- I discharge IOOF of all further liability with respect to the benefits once paid to the fund I am transferring to.
- If I am making a full withdrawal, I understand that all investment options will be converted to cash prior to transferring out of the fund.
- I have considered the information in the applicable Product Disclosure Statement about the investment options I have selected to redeem to fund my withdrawal request.
- Where I have chosen an investment with a long withdrawal period (or an existing investment has become illiquid) or there are delays receiving proceeds from selling my investments, I acknowledge and agree any withdrawal or transfer request may be delayed for more than 30 days.

Member signature

Date

/ / **Tax Deduction Notice (if you completed step 7)**

- I confirm that I am lodging this/these notice(s) before the earlier of either:
 - the day I lodged my income tax return for the year stated for the respective contribution(s), or
 - the end of the income year after the year stated for the respective contribution(s).
- I confirm at the time of completing this notice
 - I intend to claim the personal contributions stated in the deduction notice (in section 5) as a tax deduction
 - the trustee has not begun to pay a pension based in whole or part on these contributions
 - I have not included these contributions in an earlier notice
 - the fund still holds these contributions
- I understand that I may not be able to vary this notice after the withdrawal/rollover has occurred.
- I confirm that the information on this form in relation to claiming a tax deduction is true and correct.

If you have completed the Deduction Notice in section 7 and have already lodged a notice with the fund for these contributions

- I confirm that I intend to claim the personal contributions stated in the deduction notice in section 5 above as a tax deduction.
- I confirm I wish to vary my previous notice for these contributions by reducing the amount I advised in my previous notice. I confirm that either:
 - I have not yet lodged my income tax return for the year stated for the contribution and this variation notice is being lodged on or before 30 June of the following financial year, or
 - the Tax office has disallowed my claim for a deduction for the relevant year stated for the respective contribution and this notice reduces the amount stated in my previous notice by the amount that has been disallowed.
- I confirm at the time of completing this notice:
 - the trustee has not begun to pay a pension based in whole or part on these contributions
 - the fund still holds these contributions.
- I understand that I may not be able to vary this notice after the withdrawal/rollover has occurred.
- I confirm that the information on this form in relation to claiming a tax deduction is true and correct.

Member signature

Date

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Please forward all correspondence and enquiries to**Post** GPO Box 264, Melbourne VIC 3001**Email** clientfirst@ioof.com.au**Telephone** 1800 913 118**Fax** 03 6215 5933**Web** www.ioof.com.au