



PSS Associate preserved benefit

Information leaflet and benefit application form

The application is to be used by Associate Preserved Benefit members of the Public Sector Superannuation (PSS) Scheme who are claiming payment of their preserved benefit having reached age 55 and retired from the workforce.

Read this first!

This information leaflet is intended to assist you to complete the attached benefit application form. It is not intended to provide a detailed explanation of your benefit options. It is suggested that you separate the notes from the form (if joined) so that you can refer to them as you complete the application form.

Where can you find out more about your benefit entitlements?

Our Call Centre can provide details of your benefit entitlement and explain the benefit options. For more information you have the following options:

- > Telephone: 1300 000 377
- > Facsimile: (02) 6272 9613 or
- > Email: members@pss.gov.au

It is in your interest to seek professional advice before you make a decision on a benefit. We cannot provide you with financial advice.

Forms you need to complete when claiming your PSS preserved benefit

- > The attached Benefit Application form;
- > If you have chosen to receive all or part of your benefit as a pension and you wish to claim the tax free threshold and/or any available rebates and deductions against your pension benefit, you should complete a **Tax File Number Declaration** form, obtainable from the Australian Taxation Office (ATO), or designated Newsagents that distribute ATO forms.

The Benefit Application form

Your accurate completion of the Benefit Application form allows us to process the application as soon as possible after a claim has been made. Take care when completing this form. If you do not complete the Benefit Application form correctly, the processing of your benefit will be delayed, or may be paid incorrectly.

Section A–Personal details

Please complete all the boxes in this Section. It enables us to identify you and tells us where we can contact you.

Contact details

The postal address you provide is where all correspondence will be sent. A contact phone number is also required in case we need to contact you regarding the payment of your benefit.

If you have one, inclusion of your current email address will be helpful.

Section B–Identification requirements

To protect against fraud, money laundering, terrorism financing and safeguard your benefit, we need you to provide documentation to prove your identity before we can process your benefit request.

You need to provide certified copies of four identifying documents listed in Section B on the application form. The person certifying the documents must attest that the documents are true copies, and that you are the valid holder of the identification.

We will store copies of identification electronically in a secure environment and securely destroy the paper copies. We will use all copies only for the purpose of confirming your identity.

If you are providing copies of bills or statements, you should black out any personal financial information or details of transactions in order to protect your privacy.

Section C–Employment details

You must sign the Employment Status Declaration in all cases. Note: There are penalties for making false declarations in respect of claims for benefits.

‘Retiring from the workforce’

Members who are ‘gainfully employed’ within the meaning of the Superannuation Industry (Supervision) Regulations 1994 for at least 10 hours each week, are taken as having remained in the workforce. Under the Superannuation Industry (Supervision) Regulations 1994, gainful employment means employed or self-employed for gain or reward in any business, trade, profession, vocation, calling, occupation or employment.

Section D–Information acknowledgment

By completing this section you will be acknowledging that you have received and understood sufficient information to be able to make an informed choice of how you would like your benefit paid before completing this form.

You are making a formal election under the provisions of the *Superannuation Act 1990*. This election is binding and cannot normally be changed, although ARIA may, at its absolute discretion, agree to cancel an election in certain exceptional circumstances.

Information sources are shown at the start of these explanatory notes and it is **strongly recommended** that you make use of them **before** proceeding to complete this application form.

You should also note that, if your benefit has been changed and you then change your mind about the benefit payment arrangements, a fee will be charged by us for the re-issuing of the payment.

Section E—Eligibility requirements, claim date and overview of entitlements

E1. Eligibility

To be eligible to claim your PSS preserved benefit you must have:

- > Attained 55 years of age, and
- > Retired from the workforce.

E2. Claim date

You must provide a claim date when completing your benefit application form. If you do not nominate a date the benefit application form will be returned to you.

The claim date for payment of your associate preserved benefit must be a date that occurs after you have met both of the eligibility requirements set out above. You must claim your benefit once you reach age 65.

The date of claim cannot be earlier than the date you complete this application and must be a date **NO LATER** than 60 days after the date of completing this application.

Section E is where you nominate the date from which you would like to claim your PSS associate preserved benefit on age grounds. **Any pension benefit commences with effect from the day after the claim date.**

E3. What are your entitlements?

If the full value of your benefit remains preserved in the PSS, you are entitled to claim your benefit as:

- > A fully indexed pension, or
- > A pension and lump sum combination, or
- > A lump sum benefit.

If you have previously elected for a refund of part of your PSS benefit, you are only entitled to receive your benefit as a lump sum amount.

Section F—Benefit options

Option 1—pension only, no lump sum (only available if **all** of your benefit remains preserved in the PSS)

If you want to receive your entire benefit as a pension, select this option. Your benefit will be paid into the bank account nominated by you in Sections G3 to G7. You should also complete and forward a *Tax File Number Declaration* form (see Section H).

Option 2—part pension and part lump sum (only available if all of your benefit remains preserved in the PSS)

If you want to receive your benefit as a combination of pension and lump sum, select this option. This option allows you to convert a minimum of 50% of your total PSS benefit to pension. The balance of your PSS benefit is then paid as lump sum.

You can tell us which part of your benefit should be used up first when buying a pension. You can choose between the taxed or untaxed amounts. If you **do not** tell us which to use, we will use the taxed amount first. It is therefore, strongly recommended that you consult a licensed financial adviser to assist you in making a decision as to which arrangement suits your situation.

Your benefits will be paid in accordance with your instructions at Section G. You should also complete a *Tax File Number Declaration* form (see Section H).

Option 3—lump sum only, no pension

If you want to take your entire benefit as a lump sum, either in cash or as a rollover to another fund or Retirement Savings Account (RSA), select this option.

The benefit will be paid in accordance with your instructions in Section G.

Section G—Benefit payment arrangements

This section allows you to nominate how your lump sum will be paid.

All rollovers must be made to a complying superannuation fund, rollover fund, Retirement Savings Account (RSA), or be used to purchase an annuity.

We will not deduct tax from any amount rolled over to a rollover fund. The rollover fund will deduct 15% tax from any 'post-30 June 1983 untaxed component' of the lump sum at the time of rollover. Payment of the 15% tax will change the nature of this amount from an 'untaxed amount' to a 'taxed amount' in the rollover fund. Taxation legislation provides that, once an amount has been paid to you or deposited in your bank account, it cannot be subsequently rolled over.

Lump sum payments

G1. Lump sum cash payment

This section allows you to advise what portion of your lump sum is to be paid in cash. You are able to select a gross dollar amount, a percentage of the lump sum amount, or if you have selected a rollover in section G2, the balance of the lump sum benefit.

You can choose to be paid a cash lump sum of your undeducted contributions. These are contributions paid into the PSS by your former spouse after 1 July 1983. These are tax free.

You also have to complete bank account details in sections G3 to G7, to advise us where the cash payment is to be made.

G2. Rollover fund nominations

You can nominate two rollover funds or RSA's to receive all or part of your lump sum benefit. Complete one nomination if you are going to roll over your complete benefit to one fund. Complete both nominations to provide details of a second fund if you are going to split the amount.

All rollover cheques will be made payable to your nominated rollover fund(s) and, unless you specify otherwise, sent c/- you at your home address. When completing this section you must include the name and Australian Business Number (ABN) for the nominated rollover fund or RSA. The provision of the Superannuation Fund Number (SFN) is optional. You must also provide your membership number for the rollover fund or RSA or, if you have not yet been issued with a membership number, a Superannuation Product Identification Number (SPIN).

These details can be obtained from the rollover fund or RSA concerned. Failure to provide these details will result in delays in the payment of your benefit.

It is strongly recommended that you consult a licensed financial adviser to assist you before making a decision on the break up of your rollover nomination.

Which part of the benefit should be rolled over first?

If you have elected for a lump sum benefit, your benefit will contain monies that are both 'taxed' and 'untaxed'.

Generally speaking, the part of your benefit which is 'taxed' usually comprises the interest earned on the funded part of the separation amount. These amounts are subject to contributions tax while in the Fund and are taxed separately at the time of payment.

The part of your benefit that is generally 'untaxed' is the unfunded component of the separation amount which is paid direct from Commonwealth revenue and has not been reduced by the contributions tax. When paid as a cash benefit the 'untaxed' amount attracts a higher rate of tax than the 'taxed' amount. If rolled over, the gaining fund will deduct the 15% contributions tax from the untaxed amount.

The default arrangement is for us to roll over your benefit in the following sequence:

First, any apportioned pre-July and post-June 1983 untaxed element;

Second, any apportioned pre-July and post-June 1983 taxed element; and

Third, non-concessional contributions.

Bank account details

Complete this section if you are electing to receive a cash lump sum or a pension as all or part of your benefit.

G3. Name of financial institution

What is the name of your Bank/Building Society/Credit Union?

G4. Address of bank

What is the branch address?

G5. BSB number

Please ensure that you include your financial institution's Bank and State Branch (BSB) code, otherwise your payment may be delayed. If you do not know the BSB code, ask your financial institution.

G6. Account number

Please ensure that you use a correct account number—note that it has a maximum of nine (9) digits and is not necessarily the same as your Automatic Teller Machine (ATM) access card number. It is very important that these details are correct and legible, as incorrect BSB or account numbers can lead to payments going astray or being returned to us.

Return of payment from the banking system and reissue can take a minimum of two weeks to finalise.

G7. Account names

Benefit payments can only be made to an account that is in your name. The account can be in your name alone, or in joint names. If it is a joint account one of the names must be yours.

Section H—Taxation matters

H1. Your Tax File Number

Completing this section is optional. It allows you to provide your TFN which is used both in determining the tax rate to apply when calculating the tax payable on your benefit, and for superannuation purposes.

ComSuper, acting on behalf of ARIA, is authorised to collect your TFN under the provisions of the *Superannuation Industry (Supervision) Act 1993*.

If you do provide your TFN, we will only use it for legal purposes, which currently include:

- > Finding or identifying your superannuation benefits where other information is insufficient
- > Calculating tax on any Superannuation Lump Sum Payment you may be entitled to
- > Providing information to the Commissioner of Taxation
- > Providing it to the trustee of another superannuation fund to which your benefits are transferred in the future, unless you specifically instruct us not to. We will not pass your TFN to any other fund if you tell us, in writing, not to do so (see section H3).

Note: These purposes may change in the future.

Otherwise we will treat your TFN as confidential. It is not an offence if you do not provide your TFN but you may pay more tax on your benefits than you would otherwise, we will be obliged to deduct tax at the highest Marginal Tax Rate plus the Medicare Levy. Of course, this additional tax may be reclaimed through the income tax assessment process when you lodge your tax return for the year of payment.

It may also be more difficult to find your benefits in future in order to pay you any other superannuation benefits you are entitled to, or to amalgamate any other benefits for you. The consequences of not providing your TFN may change in the future.

H3. Approval to advise your TFN to rollover funds

This is where you authorise us to provide your TFN to those rollover funds you have nominated in Section G2.

H4. 'Tax File Number declaration'

If you have chosen to receive all or part of your benefit as a pension (Section F Options 1 or 2) and you wish to claim the tax free threshold and/or available rebates and deductions against your pension benefit, you should complete this ATO Declaration form and attach it to your benefit application.

Documents you may receive from us

After your benefit is paid you will receive some documents associated with your entitlements. Depending on which benefit you choose, these documents may include:

- > A benefit payment letter, advising you of your benefit entitlement and when your payment will be made
- > A Rollover Benefits Statement, in duplicate for each rollover nominated in Section G, which shows the breakup, for taxation purposes of each rollover you nominate

- > A PAYG Payment Summary, in duplicate, for any lump sum cash payment paid to you
- > A rollover payment cheque (or cheques), made payable to your nominated rollover fund(s)
- > A pension payment summary and biannual pension increase advices (which are sent to you in January and July each year if you are receiving a pension).

Do NOT lose these documents. They may be required to complete tax returns, lodge rollovers, or apply for Centrelink benefits, etc. It will take some time to issue replacements.

Rollover requirements

Rollover cheques are sent to you at the postal address you nominate on your Benefit Application form. **It is your responsibility to lodge them with the rollover fund with a copy of the Rollover Benefits Statement.**

Note: Do not send any rollover forms to us.

Interest on your lump sum

Your lump sum will be credited with additional interest, from the date the benefit becomes payable through to the date the benefit is paid.

What next?

When you have completed your benefit application form, the completed form should be sent to us.

Note: We cannot process the payment of your benefit until **after** the date you have nominated as the date from which your preserved benefit is to be paid. You may, however, submit your application form **before** this date. This will allow us to check that all documentation and information has been provided.

Remember, the sooner we get your correctly completed application form, the less likelihood there is of any delay in the processing of your benefit.

Privacy

ARIA and its Administrator, ComSuper are collecting the information on this form for the following reasons:

- > to confirm your identity
- > to assess your eligibility for payment of the benefit
- > to pay your benefit
- > to contact you

ARIA and ComSuper are committed to protecting any personal information we hold about you. Your information will not be used for any other purpose or disclosed to another party unless:

- > you authorise us to do so
- > the disclosure is authorised by law. This may include disclosing your personal information to other Government agencies that have specific legislative authority to collect this information as required by policy and legislation. We will not disclose your personal information to these agencies unless it is lawful to do so.

Change of address

If you receive a pension it is very important that you advise us of any change in your postal address or your bank account details. This will enable us to forward information to you each year regarding your benefit.

All enquiries: 1300 000 377

SECTION B – Identification requirements

To protect against fraud, money laundering, terrorism financing and safeguard your benefit, we need you to provide documentation to prove your identity. Please be aware that under some circumstances we may request further information from you.

To do this, you will need to provide certified copies of **one** document from column A in the table below **AND** certified copies of **three** documents from column B.

A	B
Passport (current or expired by less than two years)	Medicare card
Birth certificate or extract, issued by an Australian or foreign government (either in English or accompanied by an English translation prepared by an accredited translator)	A current statement from a financial institution with the same address and name as on the application and not more than three months old. This statement must be the account that you are requesting payment into
Birth card issued by a state registry of births, deaths and marriages	Copy of an electricity bill with the same address and name as on the application
Australian citizenship certificate	Copy of a telephone bill with the same address and name as on the application
Current drivers licence or permit issued by state or territory or foreign government	Copy of a gas bill with same address and name as on the application
Current identification card issued to a public sector employee	Copy of a rates bill with same address and name as on the application
An identification card issued to a student at a tertiary education institution	Valid credit card
Pension or other social security benefit card	A document from column A not yet provided
Proof of age card issued by a state or territory, containing your photograph	Copy of a tax return letter from the Australian Taxation Office with the same address and name as on the application
A national identity card, containing your photograph, issued by a foreign government (either in English or accompanied by an English translation prepared by an accredited translator)	A letter from Centrelink or Department of Veterans' Affairs with the same address and name as on the application
Citizenship certificate issued by a foreign country (either in English or accompanied by an English translation prepared by an accredited translator)	

For example, you could provide a copy of your birth certificate (from Column A) and copies of your Medicare card, a phone bill and an electricity bill (from Column B).

If you are providing copies of bills or statements, you should black out any personal financial information or details of transactions in order to protect your privacy. We will store copies of identification electronically in a secure environment and securely destroy the paper copies. We will use all copies only for the purpose of confirming your identity.

All copies of documents provided must be certified as true and correct copies of the original by one of the following:

- > a legal practitioner enrolled on the roll of a supreme court or the high court of Australia
- > a judge or magistrate of a court
- > a chief executive officer of a Commonwealth court
- > a registrar or deputy registrar of a court
- > a Justice of the Peace (JP)
- > a notary public
- > a police officer
- > an agent or a permanent employee of the Australian Postal Corporation with two or more years of continuous service in an office supplying postal services to the public
- > an Australian consular officer or an Australian diplomatic officer
- > a finance company officer with two or more years of continuous service with one or more finance companies
- > a person employed by, or an authorised representative, of the holder of an Australian financial services licence with two or more continuous years of service
- > a member of the Institute of Chartered Accountants of Australia (ICA), Certified Practising Accountants (CPA Australia) or National Institute of Chartered Accountants (NIA) with two or more years of continuous membership.

The certifying authority also must confirm in writing that you are the valid holder of the identification that you are presenting and that any copies are true copies of the original.

The certification must include the name, address, occupation, phone number and registration number (if applicable) of the certifying authority.

SECTION C - Employment status declaration

I have 'retired from the workforce' (See definition in Section C of the Explanatory Notes).

SIGNATURE

DATE

DAY		MONTH		YEAR	

SECTION D - Information Acknowledgement

(Benefit processing may be delayed if this acknowledgment is NOT completed)

I have been given enough information to make an informed decision about how I would like my benefit to be paid.

I also understand that, by choosing a benefit option in Section F, I am making a formal election under the provisions of the PSS legislation and this benefit election cannot be changed **except in certain circumstances approved by ARIA**.

SIGNATURE

DATE

DAY		MONTH		YEAR	

If you need more information, or would like to talk about the options you have, please call an Information Officer on 1300 000 377, facsimile (02) 6272 9613, or email members@pss.gov.au

You should also note that, if after your benefit has been paid, you wish to change your mind about the payment arrangements, a fee will be charged by us to re-issue the payment.

SECTION E - Claim date

I,

whose Reference (AGS) No. is hereby give written notice to ARIA

that I wish to claim my associate preserved benefit on

INSERT CLAIM DATE

I understand the associate preserved benefit will become payable on the day after the claim date.

SIGNATURE

DATE

DAY		MONTH		YEAR	

Bank account details

Please provide the account details for the payment of any cash lump sum and/or pension.

G3. What is the name of your bank/building society/credit union?

G4. What is the branch address?

 STATE POSTCODE

G5. What is your bank/building society/credit union state branch number (BSB No.)?

G6. What is your account number?

Note: If the BSB or account number you provide is incorrect the payment will not be accepted by your financial institution. If you have any doubts what your correct BSB or account number is, you should confirm these details with your financial institution before including them in this form.

G7. My account is in the name(s) of:

The information I have supplied is complete and correct.

SIGNATURE

DATE

DAY

MONTH

YEAR

 / /

You have now completed this section. You must now go to **Section H - Taxation Matters**, to tell us your taxation information.

SECTION H - Taxation matters

H1. What is your Tax File Number?

ComSuper, acting on behalf of ARIA, is authorised to collect your Tax File Number (TFN) under the provisions of the *Superannuation Industry (Supervision) Act 1993*. The legal uses of your TFN are summarised in Section H of the explanatory notes.

Important Note: If you have already provided your TFN to us you are under no obligation to provide it again when making an application for benefits. However, if your TFN is NOT recorded by us, payment of your benefits may be delayed.

H2. Can we give your TFN to the Rollover Fund(s) / RSA(s) nominated above? Yes No

Tax File Number Declaration

H3. Pension recipients should also obtain and complete a *Tax File Number Declaration* form (obtainable from the ATO) in order to claim any available tax rebates and deductions. **Attach the completed Declaration to this application form.**

Please proceed to the checklist

Member checklist

Have you:

- read all the explanatory notes, received a benefit estimate and any other information you require to make an informed choice
- filled in all the sections applicable to you?
- signed the Information Acknowledgment at Section D?
- signed an election option in Section F?
- completed any rollover details in Section G2?
- completed the bank account details in Sections G3 to G7?
- provided your TFN in Section H1?
- attached your completed **Tax File Number Declaration** form (for pension recipients only)?
- attached certified copies of documents requested in Section B to prove your identity?

YOU HAVE NOW COMPLETED THIS FORM

Please return it, with any attachments to: PSS, PO Box 22, BELCONNEN ACT 2616

END FORM
