



Preserved benefit

Age claim form and information leaflet

Before completing this benefit application form, you are advised to read the PSS Product Disclosure Statement at www.pss.gov.au or call 1300 000 377.

The attached benefit application form should be completed by preserved benefit members of the Public Sector Superannuation (PSS) Scheme who are claiming payment of their preserved benefit having both reached age 55 and retired from the workforce.

Explanatory notes

Read this first!

These explanatory notes are intended to assist you to complete the attached benefit application form. They are 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?

There are many ARIA publications that explain the various benefit options which are available to you. Before completing this benefit application form, you are advised to read the **PSS Product Disclosure Statement** available at www.pss.gov.au or call 1300 000 377.

Detailed information on your options can be found in the PSS Super Book, please use this book as your reference when you are deciding on your election options. There are also fact sheets on **Tax and your PSS Benefit** and **Preservation of Benefits** which you should read. These are available from us or from the PSS website at www.pss.gov.au.

Other sources of information include the following:

- > Our Call Centre can provide details of your benefit entitlement, explain the benefit options and provide information on the value of your prospective benefits. For more information:

Telephone: 1300 000 377
Facsimile: (02) 6272 9613
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 offsets 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 any other potential beneficiary, and tells us where we can contact you.

Relationship details

Details of your relationship status, including same sex or opposite sex de facto relationships, should be provided. You may wish to include a copy of your marriage certificate or registered relationship certificate with your application. This would speed up the process in the event that a spouse's benefit becomes payable.

For the definition of a spouse for death benefits, see the **Death benefits** fact sheet at www.pss.gov.au

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 an email address, 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 2 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) Act 1993* (SIS Act) for at least 10 hours per week, are taken as having remained in the workforce.

Section D – Information acknowledgment

Please complete this acknowledgment that you have received and understood sufficient information to be able to make an informed choice of how you would like your benefit paid and that you have been advised to read the **PSS Product Disclosure Statement** 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 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 both:

- > attained 55 years of age
- > 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 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 5 is where you nominate the date from which you would like to claim your PSS 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
- > 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 preserved benefit as a lump sum amount.

E4 Transfer amounts paid to the PSS

The treatment of your ‘**Transfer Value Amount**’ paid into the PSS is dependent upon when it was paid. A transfer amount paid after 31 December 1995 is treated differently to an amount paid before that date, unless it is related to:

- > employment during a period of LWOP that commenced
- or
- > prior employment that ceased, before 1 January 1996.

E4.1 Transfer Value Amounts paid to the PSS before 1 January 1996

Generally, your transfer amount will be treated as part of your total benefit and will be paid exactly as you have elected. For example:

- > **if you choose to receive your total benefit as a pension** (Option 1), any transfer amount(s) will also be paid as a pension
- > **if you choose a pension/lump sum combination** (Option 2), we will pay your transfer amount(s) in the same ratio of pension to lump sum as the rest of your benefit,
- or

- > if you choose to receive your total benefit as a lump sum, any transfer amount(s) will also be paid as a lump sum.

If you want to receive your transfer amount in any other form or combination (i.e. the main benefit as a pension and transfer amount as a lump sum) you should contact us, before completing the application form attached to this leaflet, to obtain an **SR-Supplement**.

The Supplement contains additional elections for transfer amounts and should be completed and attached to the main application form.

E4.2 Transfer Value Amounts paid to the PSS after 31 December 1995

Most transfer amount payments made to the PSS after 31 December 1995 are not included in the calculation of your final benefit accrual and remain identified as a separate lump sum, referred to as an **'Accumulated Transfer Amount'**. This amount cannot be converted to pension. This amount can either be rolled over or taken in cash.

Unless you advise us otherwise, we will pay the transfer value to the bank account you have nominated for your pension or lump sum payment. If you have elected to rollover your benefit, we will pay the transfer value to your rollover fund.

E5 Superannuation contributions surcharge

A superannuation surcharge is payable by members whose adjusted taxable income (taxable income plus the value of employer contributions to their superannuation) exceeded certain levels before 1 July 2005. Also, members who had declined to provide their tax file number (TFN) for superannuation purposes may have had surcharge assessed.

The surcharge was abolished from 1 July 2005, however any existing liabilities prior to this date must still be met.

If you had a surcharge debt advised to you by either the ATO or PSS, and you have not paid off the debt, this debt will be actioned as per your benefit application.

If the ATO advises you of a surcharge liability after the date you take your benefit, you should pay the debt direct to the ATO.

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.

Any outstanding surcharge debt will be deducted from your pension entitlement through the application of pension reduction factors. The result will be a reduction in the amount of pension payable for the life of the pension.

Your benefits will be paid into the bank account nominated by you in Sections H.3 to H.7. You should also complete and forward a **Tax File Number Declaration** form (see Section I).

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 at least 50 per cent 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. This is made up of your member component and productivity component since 1990.

This may not, however, be the best arrangement for your particular circumstances. It is therefore, strongly recommended that you read the PSS fact sheet Tax and your PSS Benefits and/or consult a licensed financial adviser to assist you in making a decision as to which arrangement suits your situation.

If you have an outstanding surcharge debt, you will have to make an election on the repayment option to apply. If deducted from your lump sum, the surcharge is deducted before tax is applied. If deducted from the pension, there will be a reduction in the amount of pension payable for the life of the pension.

Your benefits will be paid in accordance with your instructions at Section 8. You should also complete a **Tax File Number Declaration** form (see Section I).

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.

Any outstanding surcharge debt will be deducted from the lump sum before it is paid.

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

Section G – Election for reduced initial pension benefit in return for increased spouse and/or children’s pension benefit

This section only applies to you if you are claiming all or some of your benefit as a pension (ie Benefit Options 1 or 2).

The **PSS Rules** give contributing and preserved benefit members a choice of rate for the reversionary pension payable on death.

If you elect to take all or part of your benefit as a pension then, should a spouse’s pension become payable, your spouse will be entitled to 67% of your pension entitlement at date of death.

You may, however, elect to receive a reduced pension now in return for your spouse receiving an increased pension should a spouse’s pension become payable.

If you elect for the reduced pension, your pension will be reduced to 93% of that payable had you not elected for this option. In return, an eligible spouse would be entitled to a pension of 85% of your reduced pension benefit.

Benefits to eligible children/orphans would also be increased under this option.

You need to complete this section to therefore advise us that you either:

- a) do not wish to take a reduced pension of 93% of your initial pension entitlement
- or
- b) elect to take a reduced pension of 93% of your initial pension entitlement.

You should ensure that you are fully aware of the future implications in relation to this choice. In particular, you should be aware that you cannot change your choice should your situation change in relation to your spouse and/or children after your election is made.

If you need more information before making your choice you can contact our Contact Centre for further details.

Section H – 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.

PSS will not deduct tax from any amount rolled over to a rollover fund, however the untaxed components of the lump sum will be taxed at 15% by the receiving fund. This will alter the nature of the amount from ‘untaxed’ to ‘taxed’.

A higher rate of tax will apply to transfers over \$1.1 million from an untaxed scheme to a taxed scheme.

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

H1 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 8.2, the balance of the lump sum benefit.

You also have to complete bank account details in sections 8.3 to 8.7, to advise us where the cash payment is to be made.

H2 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 should include sufficient information to enable us to identify the rollover fund or RSA such as the name and Australian Business Number (ABN). 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. 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.

Can I request which part of the benefit to rollover first?

From 1 July 2007, proportioning rules require that your taxable and tax-free components be spread in equal proportions across those parts of the benefit payment you receive as cash or rollover.

Therefore, while you may request a certain order of payment or rollover, the payment will be subject to proportioning.

For further information on how you benefit is taxed it is recommended that you read the PSS fact sheet **Tax and Your PSS Benefit**.

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.

H5 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.

H6 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.

H7 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 I – Taxation matters

I.1. Start date for taxation purposes

For taxation purposes, your lump sum benefit is called a Superannuation Lump Sum Payment.

The start date relates to the date your eligible service period (ESP) commenced and is used to calculate the various components of your Superannuation Lump Sum Payment for taxation purposes.

Generally, your ESP is the number of days between the date you commenced your current employment (which may be earlier than the date you joined the CSS or PSS), and the date your payment is made. If you were formerly a CSS member who commenced membership before 1 July 1983 and you have a Long Service Leave start date that is earlier than your CSS start date, that earlier start date applies as your ESP start date. Earlier periods of employment for which you paid a transfer value into the CSS or PSS are added to your ESP. If this is the case, please fill in the start date of that earlier period of service.

If you do not show a date in this section, we will use the date on which you joined the PSS Scheme as your start date (unless you transferred from the CSS Scheme, in which case your CSS start date will be used).

I2 Your tax file number (TFN)

In accordance with the *Taxation Laws Amendment (Tax File Numbers) Act 1988*, we are required to deduct PAYG tax at the top marginal rate plus the Medicare levy from benefits if a person does not provide a tax file number (TFN).

If you have not been issued a TFN you should lodge a **Tax file number application or enquiry for an individual** form with the Australian Taxation Office (ATO). Forms are available at www.ato.gov.au or all ATO branches. You must provide proof of identity at the time you lodge the form.

I3 Approval to advise your TFN to rollover funds

We will provide your TFN to the receiving fund unless you instruct us not to. Please note that there are consequences for not supplying your TFN to a fund.

I4 Tax File Number Declaration

If you have chosen to receive all or part of your benefit as a pension (Section G Options 1 or 2) and you wish to claim the tax free threshold and/or available offsets 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 H, 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) and
- > a pension payment summary and annual pension increase advice (which are sent to you in 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.

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**

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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

Section B continued on next page

Branch (BSB) number

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Account number

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

The information I have supplied is true and correct.

Signature

SIGNATURE

Date signed

D	D	/	M	M	/	Y	Y	Y	Y
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You have now completed this section. You must now go to Section I, to tell us your taxation information.

SECTION I Taxation matters

What is your tax file number?

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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 I 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.

Can we give your TFN to the Rollover Fund(s) / RSA(s) nominated above?

Yes
 No

Tax File Number Declaration

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

SECTION J Checklist

Have you:

- > read all the **Explanatory notes**, received a benefit estimate and any other information you require?
- > made 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 G
- > completed the bank account details in Section G
- > provided your TFN in Section H
- > 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