



Cessation of employment

Benefit application form and information leaflet

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

The **Explanatory notes** form part of the benefit application and both parts should be provided to members.

The attached benefit application form and explanatory notes are to be used by members of the Public Sector Superannuation (PSS) Scheme who resign. The form is also used by members who are dismissed before reaching their minimum retiring age (generally age 55), whose appointment is annulled or whose contract has been completed.

Do not use this form if you are:

- > A member who is ceasing Scheme membership due to the sale, transfer, or outsourcing of an organisation, business, service, asset or function, and who has accepted an offer of employment with the purchaser, transferee or provider. Instead, refer to form **Sale of asset benefits** (SRR3-PSS).
- > A member who has been involuntarily retired or who has accepted an offer of retrenchment or redundancy from their employer. Instead, refer to form **Involuntary retirement** (SRR1-PSS).
- > A member who is over minimum retiring age (generally age 55). Instead, refer to form **Age retirement** (SAR1-PSS).

See your personnel section if you fit into one of these categories.

If you have paid a transfer value into the PSS Scheme you should read the instructions in **Section C** to determine whether you should also complete form **SR-Supplement** for payment of that transfer value.

Applications should be made within 90 days of retirement date to be effective.

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 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** at www.pss.gov.au or call 1300 000 377.

There are also fact sheets on **Tax and your PSS benefit, Allocation of PSS fund earnings and Preservation of benefits** which you should read. These are available from your personnel section or can be downloaded from the PSS website at www.pss.gov.au

Other sources of information include the following:

- > our Contact 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
- > estimates of the potential value of your scheme benefits are available from the i-Estimator, available for use online at www.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.

See also **Section C**, to complete an acknowledgment that you have received sufficient information to make an informed decision about how you would like your benefit paid.

Forms you need to

complete when you cease PSS membership

- > the attached benefit application form
- > if you have paid a transfer amount into the PSS you may wish to complete an **SR-Supplement** form in relation to how you would like your transfer amount benefit paid (refer to **Section C**).

The benefit application form

Your accurate completion of the benefit application form allows us to process the application as soon as possible after the date you cease employment. 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. Contact phone numbers are also required, in case we need to contact you regarding the payment of your benefit. Your current work number is useful if you submit your application form before the date of exit, as this will allow us to check information with you quickly. If you have email access, either at work or at home, inclusion of your current email address will be helpful.

Section B – 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.

Re-employment

If you have been offered or made arrangements for re-employment in a full-time or part-time capacity with another Department, Authority or Instrumentality being an ‘approved authority’ for the purposes of the *Superannuation Act 1990*, then you may not be entitled to a PSS benefit.

You should contact us on **1300 000 377** for advice before completing this section if you are unsure of the approved authority status of your prospective employer.

About your former employment

Please provide the name of your former employing department, agency or organisation.

Section C – Information acknowledgment and preliminary matters affecting your benefit entitlement

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.

Increases in compulsorily preserved amounts

All benefits are subject to compulsory preservation rules that came into force on 1 July 1999. The access age to superannuation benefits for members born after 1 July 1960 has been increased by imposing a superannuation preservation age on members of all superannuation schemes. The age restrictions are as follows:

DATE OF BIRTH	PRESERVATION AGE
Before 1/7/60	55 years
1/7/60–30/6/61	56 years
1/7/61–30/6/62	57 years
1/7/62–30/6/63	58 years
1/7/63–30/6/64	59 years
After 1/7/64	60 years

A restriction has also been placed on that part of your superannuation benefit that you can access as

a lump sum cash benefit after 1 July 1999.

The amount that can be paid as a lump sum cash benefit is limited to the amount you are allowed under the SIS legislation. This is the cash amount you would have received if you had been involuntarily retired on 1 July 1999 and is referred to as the **SIS upper limit**.

Members leaving the Scheme on or after 1 July 1999 will be required to preserve that part of their member component that exceeds their SIS upper limit.

This will mean that, if you joined the PSS after 1 July 1999, you will not be entitled to a lump sum cash benefit. The only benefit options available to you will be to preserve all of your benefit in the PSS (**Section D**) or, if you qualify, have a transfer value paid to another eligible superannuation Scheme (**Section D**).

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 the 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.

Transfer amounts paid into the PSS scheme

If you choose Options 1 or 2, and do not advise us otherwise by completing an SR-Supplement form, in relation to your transfer amount, your transfer amount will be included in the amount left preserved in the PSS.

If you qualify to have a transfer value paid to another eligible superannuation scheme (**Section D**), then any transfer amount you have paid into the PSS will be included in the total amount paid as a transfer value.

Section D – Benefit options

This section contains the benefit options that are available to PSS members who are eligible to receive a cessation of employment benefit. Each option requires a signed election by the applicant for the benefit choice to be valid. Only make one

choice, otherwise your benefit application will be

invalid and payment will be delayed.

Your benefit option election must be completed within 90 days of the date you ceased employment.

If your election is made more than 90 days after the date you ceased employment, you must provide reasons with your application as to why the election was not made within the period allowed.

Eligibility requirements for casual members

If you have ceased a period of casual employment you are not entitled to apply for your PSS benefit unless you

- > have not contributed to the PSS for one year since you ceased your casual employment
- or
- > you provide written certification with your benefit application that you have no plans for re-employment with an employer covered by the PSS within one year of ceasing.

This does not apply if you have reached age 65 at the time your casual employment ceases, i.e you must immediately claim your PSS benefit when you cease.

Option 1 Preserve your total benefit in the PSS

If you want to preserve your total benefit in the PSS, select this option. Your benefit will be preserved until you reach age 55 and have retired from the workforce.

At that time, you can claim a lump sum or convert the lump sum to full or part pension.

However, if you have not reached your preservation age at the time you claim your preserved benefit, any cash lump sum will be limited to your SIS upper limit. The balance of the lump sum must be rolled over.

If you preserve your total benefit, you can have your member component paid to you later if you wish.

However, if your member component is paid to you, your remaining preserved benefit (productivity and employer components) must be paid as a lump sum (i.e. you will not have a pension option).

The benefit can also be paid earlier in the case of death, or total and permanent incapacity. In addition, the preserved component may be payable if you can demonstrate extreme financial hardship, and meet the eligibility provisions governing early release of preserved benefits.

The member and productivity components

continue to grow at the fund earnings rate. The preserved employer component is increased each year in line with the March to March consumer price index (CPI).

Option 2 Take part of your benefit as a lump sum and preserve the balance in the PSS (this option is not available if you joined the PSS on or after 1 July 1999)

If you want to take part of your benefit as a lump sum and preserve the balance in the PSS, select this option. The lump sum will be paid in accordance with your instructions in **Section F**.

The amount you can take as a lump sum will be limited to the lesser of:

- > your member contributions and earnings
- or
- > your SIS upper limit amount (refer to **Section C**).

The benefit preserved in the PSS will be payable as a lump sum once you have attained age 55 and left the workforce.

However, if you have not reached your preservation age at the time you claim your preserved benefit, any cash lump sum will be limited to your SIS upper limit. The balance of your lump sum must be rolled over.

You can also choose this option if you want to preserve more than just the compulsorily preserved part of your benefit in the PSS. You can nominate the lump sum you would like to receive and the balance of your benefit will be preserved.

Preserved member and productivity components continue to attract earnings at the Fund earnings rate.

Preserved employer component is increased each year in line with the March to March CPI.

This option is not available to you if you joined the PSS on or after 1 July 1999. You must choose between preserving your entire benefit in the PSS (**Section D**) or, if you qualify, pay your entire benefit as a Transfer value to an Eligible Superannuation Scheme (**Section D**).

Option 3 Payment of a transfer value to another eligible superannuation scheme (Note: This is NOT a rollover.)

Provision may exist for you to pay a transfer value to another eligible superannuation scheme.

A list of those schemes, currently eligible to receive a transfer value, is attached at the end of these **Explanatory notes**.

If you have an outstanding surcharge debt it will be deducted from the lump sum benefit before it

is transferred.

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 reference number (AGS) for the rollover fund or, if you have not yet been issued with a reference number (AGS), a superannuation product identification number (SPIN). These details can be obtained from the rollover fund concerned. Failure to provide these details will result in delays in the payment of your benefit.

The information requested at **Section E** is also required.

Section E – Benefit payment arrangements

Lump sum cash payment

This section allows you to choose what portion of your lump sum is to be paid in cash. You can choose to receive your total lump sum as a cash payment. You can also nominate a gross dollar amount (with the balance to be rolled over) or, if you are rolling over some of your lump sum, the balance of the lump sum payment after the rollover.

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 your benefit is taxed it is recommended that you read the PSS fact sheet **Tax and your PSS benefit**.

You also have to complete bank account details in **Section F**, to advise us where the cash payment is to be made.

Rollover fund nominations

You need to check that you can rollover your benefit to a complying super fund, rollover fund, RSA, or use it to purchase an annuity.

You can nominate up to two rollover funds or RSAs to receive all or part of your lump sum benefit.

We will make all rollover cheques payable to your nominated rollover funds and unless you specify otherwise, we will send them directly to your nominated fund(s).

Section F – Bank account details

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

We can only pay your lump sum into an Australian account held in your name. If it's a joint account, one of the names listed must be yours.

Section G – Taxation matters

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 the 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 earlier 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 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).

Your tax file number

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 an Australian Taxation Office Application/Enquiry 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.

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.

After retirement

Documents you may receive from us

After you cease PSS membership, 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 D**, which shows the breakup, for taxation purposes of each rollover you nominate
- > a **PAYG payment summary**, in duplicate, for any lump sum cash payment
- > a **rollover payment cheque** (or cheques), made payable to your nominated rollover fund(s) and
- > an **annual information statement** if you preserved all or part of your benefit in the PSS.

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?

DO NOT SEND THE COMPLETED APPLICATION FORM DIRECT TO US.

When you have completed **Sections A to H** (and an **SR-Supplement**, if required), you should give your benefit application form to your personnel section so that they can complete the **Departmental report** and **Checklist**. Your personnel section will, in turn, forward your completed benefit application form to us.

Note: We cannot process the payment of your benefit until after your date of exit but you may submit your application form before this date. Benefit elections made no more than 90 days before the date you cease employment are valid and will be accepted. This will allow us to check that all the documentation and information has been provided well ahead of your exit.

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 have a benefit preserved in the Scheme, it is very important that you advise us of any change in your postal address. This will enable us to forward information to you each year regarding your benefit.

Note: Preserved benefit members who fail to advise their change of address may be treated as 'lost members'. This may ultimately result in their benefit being classed as 'unclaimed' once they reach age 65.

All enquiries 1300 000 377

Unclaimed benefits

If we do not receive a completed benefit application within 90 days after your reported cessation date, your benefit may be preserved in the PSS under the default provisions of the Scheme. This may mean that you lose your right to elect for a benefit other than preservation because you have not completed a benefit application within the 90 days allowed.

Alternatively, if you have made an election to receive a lump sum benefit but have not provided details of where the lump sum is to be paid, we may pay your lump sum benefit to an eligible rollover fund (ERF) nominated by ARIA.

If this happens, you may lose all future rights to any benefit options available to you under the PSS Rules.

Any outstanding benefit will also be paid to the

ERF, if a payment cheque to a rollover fund that is either returned unclaimed or goes stale (e.g. not presented within 15 months of issue).

Eligible superannuation schemes

Payment of a transfer value on exit from the PSS

A transfer value of a member's total equity in the PSS may be paid to an 'eligible superannuation scheme' when the member ceases PSS membership and transfers to an employer covered by one of the eligible schemes listed. Such total equity will include any transfer amounts paid into the PSS by the member during the period of his or her membership.

An 'eligible superannuation scheme' is one that has been declared by ARIA, for the purposes of *Rule 6.8.1* of the Public Sector Superannuation (PSS) Scheme.

These are not 'rollovers'—see **Section E** for details of rollovers.

Eligibility provisions

To be accepted as a valid election, it is necessary for the member to be actively employed by the employing body that sponsors, or is covered, by the provisions of the eligible scheme, and for the scheme administrators to have indicated that they will accept the transfer of equity by the member.

These provisions do not apply to any other superannuation schemes.

Eligible schemes

- > AvSuper (previously known as the CAA Staff Superannuation Fund)
- > Defence Force Retirement and Death Benefits (DFRDB) Scheme
- > Northern Territory Government and Public Authorities Superannuation Scheme
- > Parliamentary Contributory Superannuation Scheme
- > QSuper
- > Queensland Electricity Supply Industry Superannuation Scheme
- > Queensland Local Government Employees Superannuation Scheme
- > Queensland Parliamentary Contributory Superannuation Scheme
- > UniSuper Accumulation 2 Plan.

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Cessation of employment

Benefit application form

Hints for using this form

- > read the **Explanatory notes** and each section of the form carefully before filling it in
- > use CAPITAL LETTERS and a blue or black pen
- > sign your name where needed. If you don't sign the relevant sections of the form, it will be returned to you.

SECTION A Personal details

Reference number (AGS)	<input type="text"/>								
Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="text"/>								
Surname	<input type="text"/>								
Given name(s)	<input type="text"/>								
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>								
Previous memberships Have you had any other periods of PSS membership? If so, please list the reference number(s) (AGS) for each of those memberships.	<table border="1"> <tr><td>1</td><td><input type="text"/></td></tr> <tr><td>2</td><td><input type="text"/></td></tr> <tr><td>3</td><td><input type="text"/></td></tr> <tr><td>4</td><td><input type="text"/></td></tr> </table>	1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>
1	<input type="text"/>								
2	<input type="text"/>								
3	<input type="text"/>								
4	<input type="text"/>								
Relationship details	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> De facto								
Spouses surname	<input type="text"/>								
Spouses given name(s)	<input type="text"/>								
Start date of de facto relationship (if applicable)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>								

Section A continued over page

Signature and date

SIGNATURE

Date signed

^D ^D / ^M ^M / ^Y ^Y ^Y ^Y

You have now completed this section. You must now go to **Section E**, to tell us how you would like your lump sum benefit paid.

Option 3 Transfer value to another eligible superannuation scheme

I,

GIVEN NAME(S)

SURNAME

elect to have my benefit paid as a transfer value to the following ‘eligible superannuation scheme’ (see list of eligible schemes attached to **Explanatory notes—the nominated scheme **MUST** appear on the list. Otherwise Option 1 or 2 must be selected).**

Name of fund or RSA

ABN of fund or RSA

AUSTRALIAN BUSINESS NUMBER

Membership number for fund or RSA

OR

SPIN of fund or RSA

SPIN = superannuation product identification number

Address

SUBURB

STATE

POST CODE

Signature and date

SIGNATURE

Date signed

^D ^D / ^M ^M / ^Y ^Y ^Y ^Y

Postal address of fund

SUBURB

STATE

POST CODE

You have now completed this section. You must now go to **Section G**.

