

# How to apply for a super payout



## 1. Check that you're eligible

### You wish to receive part or all of your super payout in cash

A portion of your super benefit may be preserved. If the preserved amount is over \$200, legislation requires that it be retained in a complying super fund, unless one of the circumstances below applies to you.

- ▶ You have reached your preservation\* age and have permanently retired from the workforce.
- ▶ You are at least 60 years of age and have ceased employment since attaining age 60.

Permanently retired is defined as never being gainfully employed again for more than 10 hours per week.

Gainful employment means employed or self-employed for gain or reward in any business trade, profession, calling, occupation or employment.

\* Your preservation age is between 55 and 60 depending on your date of birth – refer to the table below:

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
1 July 1964 and after	60

### You wish to rollover to another fund

You can apply to transfer all or part of your super to another complying super fund.

**Note:** You cannot transfer the balance of your Contributory Scheme CPA to another complying super fund until you have attained your preservation age or satisfied a condition for the early release of preserved benefits.

### Other circumstances

If you wish to apply for a super payout under other circumstances, you will need to complete the appropriate form. For assistance, please call the RBF Enquiry Line on **1800 622 631**.

These may include: Financial hardship on compassionate grounds, transfer to a KiwiSaver Account in New Zealand or permanent incapacity, terminal illness or death.

## 2. Check what form of identification you need to provide

Super Payout requested	ID required
Rollover/transfer to another complying fund	Your tax file number or a photocopy of your ID (certification is not required)
Rollover/transfer to an SMSF, cash payment or Trans Tasman transfer	<ul style="list-style-type: none"> <li>▶ Certified copy of a current drivers' licence, OR</li> <li>▶ One document from list one and one from list two below</li> </ul>
List One	List Two
Current passport OR Birth certificate	Electricity, gas or water bill issued in the last 3 months
Citizenship certificate issued by the Commonwealth	Landline phone bill issued in the last 3 months (mobile phone bills will NOT be accepted)
Pension card issued by the Department of Human Services (Centrelink)	Tax Office Notice of Assessment issued in the last 12 months

If you are unable to provide the above identification or need further details, you can refer to the Completing Proof of Identity fact sheet on RBF's website [www.rbf.com.au](http://www.rbf.com.au) or call the RBF Enquiry Line on **1800 622 631**.

The fact sheet contains specific information to meet the proof of identity requirements if you have changed your name, are signing on behalf of another person or if your identification is written in another language. The fact sheet also provides an extensive list of people who can certify documents.

### 3. The easy way to certify your ID

- ▶ photocopy both sides of your current drivers licence or passport
- ▶ take the photocopy and the original to Australia Post\* or your local Police station\*\*.

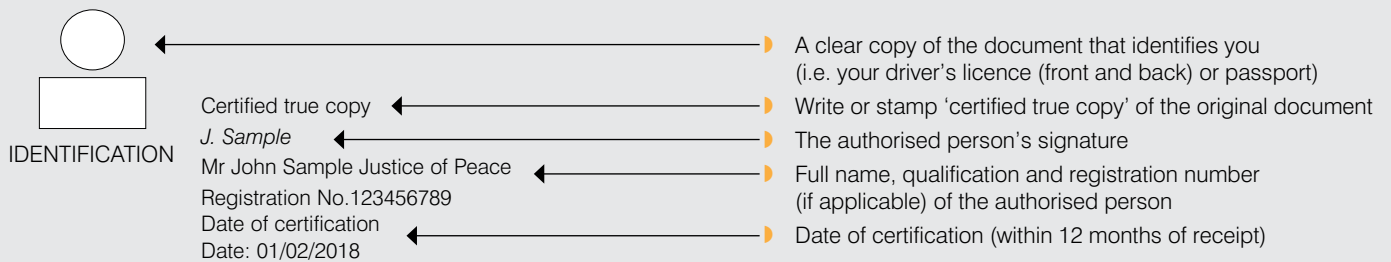
\* To be able to certify your documents, the Australia Post employee must be a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service in an office supplying postal services to the public. Australia Post will charge a small fee for each photocopy you need to get certified.

\*\* A Police Officer, Sheriff or Sheriff's Officer can certify your ID.

You can also refer to the Completing Proof of Identity fact sheet on RBF's website at [www.rbf.com.au](http://www.rbf.com.au) for a list of other people who can certify your ID.

To certify your documents, the authorised person needs to:

1. compare the photocopy to the ORIGINAL
2. include the following details on the copy:
  - ▶ write on the photocopy: "Certified true copy"; and
  - ▶ write their name, qualification and registration number (if applicable); and
  - ▶ sign and date the photocopy.



### Providing your tax file number (TFN)

There may be tax implications if you have not yet provided, or choose not to provide, your TFN. Whilst it is not compulsory to provide your TFN, not doing so could cost you in the following ways:

- ▶ you may have paid more tax than necessary on super contributions made for you by your employer (including Superannuation Guarantee, salary sacrifice and other contributions) in this financial year. This additional tax can be reversed if you provide your TFN to the plan before the end of the financial year, or your earlier payment from the plan. Although you may be able to claim back this additional tax if you later provide your TFN, time limits and other rules may apply, which may affect the size of any refund.
- ▶ you may pay additional tax on your super payout. However it might be possible to claim this back when lodging your tax return.
- ▶ you may miss out on any government super co-contributions for which you may be eligible; and
- ▶ you may have difficulty locating your super in the future, should you lose contact with your plan(s).

If you ask us to use your TFN as proof of identity, we will validate your TFN with the Australian Tax Office. If your TFN is not valid, you will need to provide proof of identify and your super payout will be delayed.

If you are uncertain as to whether or not you have provided your TFN, you can check these details on the member secure website at [www.rbf.com.au](http://www.rbf.com.au) or contact the RBF Enquiry Line on **1800 622 631**.

### 4. Complete the form

Complete the form in black or blue pen, in uppercase and send to: RBF, Reply Paid 89418, PARRAMATTA NSW 2124.