

# Election to Commute PSS Early Voluntary Retirement or Normal Retirement Pension to a Lump Sum

# Please print clearly in black ink. Use this form...

If you wish to commute all or part of your PSS Early Voluntary Retirement or Normal Retirement Pension to a lump sum and:

- > it is less than six months since your last day of service; or
- it is within six months of your 60th birthday.

# Do not use this form if...

> you have commuted part of your pension previously.

You are only permitted one commutation of your PSS pension, so if you have commuted part of your pension previously you cannot commute any further amounts.

1. Your personal details								
Member number	Registered number							
Mr/Mrs/Ms/Miss/Dr Male Female Birt	h date (DD-MM-YYYY)							
Given name(s)								
Family name								
Residential address								
Suburb	State/Territory Postcode							
Postal address (if different from residential address)								
Suburb	State/Territory Postcode							
Work or Home Daytime contact telephone numb	er							
Mobile number								
Email address								

#### If you need help with this form

# 2. I understand the legislation

It is important you read and understand PSS Fact Sheet 3, *Benefits on Normal Retirement*, or PSS Fact Sheet 4: *Benefits on Early Voluntary Retirement*, whichever is relevant to your retirement. Please contact Customer Service if you need any further assistance.

#### Please cross the box below to certify:

I have read and understood the relevant PSS Fact Sheet, which explains the legislation affecting my election.

#### 3. Election to commute (exchange)

A I want to give up the whole of my pension and take a lump sum instead.

#### OR

Mark one box with a cross.

- B I want to give up some of my pension.
  - I wish to keep a **gross** fortnightly pension of \$ and take the balance as a lump sum.

#### OR

I wish to take a **gross** lump sum of \$ and keep the balance as a pension.

Please note that if you are commuting your pension within six months of your last day of service, the commutation will take affect from the day after you ceased work. If you are commuting your pension at age 60 the commutation will take effect from your 60th birthday.

- The gross lump sum amount nominated may be subject to tax. If tax is applicable the lump sum amount you are paid will be less than the amount you nominate. Please seek financial advice for assistance on whether tax will be payable.
- The lump sum amount you are paid may be greater than the amount you nominate on this form if additional interest is payable due to the date of payment being after the date the commutation took effect.
- The lump sum amount you are paid may be less than the amount you nominate on this form if fortnightly pension payments were made after the date the commutation takes affect. Any overpaid pension will be deducted from the nominated lump sum amount before it is paid to you.

#### If you need help with this form

# 4. How do you want to be paid?



Rollover the full benefit to the superannuation fund nominated below

Pay the full benefit directly into my bank account

Pay this amount of the benefit:



into my bank account, AND

rollover the remainder to the superannuation fund nominated below.

#### **Details of rollover fund**

Name of rollover fund

Postal address

Suburb State/Territory Postcode

Unique Superannuation Identifier (USI) (not applicable for transfers to SMSF's)

Australian Business Number (ABN)

Electronic Service Address\* (only applicable for transfers to SMSF's)

Your member account number in rollover fund

To avoid delay in your payment, please complete all rollover details above. This information is required under Commonwealth tax provisions and can be obtained directly from the rollover fund. The ABN may also be obtained from the Australian Prudential Regulation Authority (APRA) website www.apra.gov.au

**Note:** If you intend to rollover to more than one superannuation arrangement, please copy this page and complete details for each rollover.

\*For transfers to your self-managed superannuation fund (SMSF), you will also need to provide your electronic service address (ESA).

An ESA is an alias that represents the uniform resource locator (URL) or internet protocol (IP) address of a messaging provider. It ensures you meet all technical requirements for interacting electronically across the superannuation network. An email address is not an ESA.

You can obtain an ESA from an SMSF messaging provider or through your SMSF intermediary such as SMSF administrator, tax agent, accountant or some banks. Many of these options are no cost or low cost..

#### If you need help with this form

# 4. How do you want to be paid? continued

#### Details of bank account

Account name								
BSB number	Accour	nt nur	nber					
Name of bank/building socie	ty/credit	union	ı					
Branch								

# Rolling over your benefit

If you choose to rollover any part of your benefit – it must be rolled over to a complying superannuation fund. If you choose to rollover to a self-managed superannuation fund (SMSF), payment will be made by electronic funds transfer (EFT) to the SMSF's operating bank account. You will need to provide a copy of a bank statement for the SMSF, and the bank account name will need to match the name of the SMSF. Your membership in the SMSF will also be confirmed using the ATO's SMSF verification service. Should you need assistance in understanding the effect rolling over your benefit will have on your benefit entitlement or require further information, please contact Customer Service on 1300 130 097.

5. Please sign here					
I declare that the information I have given is	correct				
Name (Print in BLOCK LETTERS)					
Signature					
	Date (DD-MM-YYYY)				
Return the completed form to					
State Super (PSS) GPO Box 2181 MELBOURNE VIC 3001					

#### If you need help with this form

# Your privacy

The information you provide in this form is collected on behalf of and held for State Super by the scheme administrator. Mercer Administration Services (Australia) Pty Ltd, in accordance with STC's Privacy Statement, the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW), under which you have rights of access and correction. Information you provide may be disclosed to lawfully authorised government agencies and third parties.

For further information about privacy, contact Mercer by writing to:

GPO Box 2181 Melbourne VIC 3001

or visit

# www.statesuper.nsw.gov.au

ABN 29 239 066 746 SPIN SAS0101AU

# 6. Proof of identity

You may need to provide proof of identity documentation with your application to prove that you are the person to whom the superannuation entitlements belong.

Proof of identity is only required if your application is for:

- the payment of any part of your commutation lump sum benefit directly to you, or
- the rollover of any part of your commutation lump sum benefit to a Self Managed Super Fund (SMSF).

Note: You are not required to provide proof of identification if you are applying to commute all or part of your pension and wish to rollover your *entire* lump sum benefit to a complying superannuation fund, other than a self managed superannuation fund (SMSF). If your entire benefit is being transferred to a complying superannuation fund (other than a SMSF), we are able to verify your identity through the Australian Taxation Office (ATO) using their Super TFN Integrity Check (Super TICK) service. In the event that Super TICK is unavailable or if the records we hold do not match the ATO records - identity documents may be required. Identity documents will still be required for rollovers to a SMSF.

The following certified documents must be provided with your application form:

# Either

One of the following certified documents:

- Current Australian State or Territory drivers licence containing a photograph of the person, or
- Australian Passport, or
- Current card issued under a State or Territory law for the purpose of providing a person's age containing a photograph of the person, or
- Current foreign passport or similar travel document containing a photograph and the signature of the person\*

# OR

One certified document from each of the following groups:

# Group 1

- An Australian birth certificate or birth extract issued by a State or Territory
- Citizenship certificate issued by the Commonwealth
- Current pension card issued by Centrelink that entitles the person to financial benefits

# Group 2

- Notice issued by the Commonwealth or a State or Territory government within the preceding 12 months that records the provision of financial benefits to you, i.e., a letter from Centrelink.
- Notice issued by the Australian Taxation Office within the past twelve months that contains your name and residential address and records an amount payable to or by you, i.e., your last tax assessment.
- Notice issued by a local government body or utilities provider within the past three months that shows your name, residential address and the provision of services to you, i.e. water, gas or electricity bill, rates notice.
- \* Documents not written in English must be accompanied by an English translation prepared by an accredited translator.

# Change of name

Make sure that proof of change of name is also provided if your current name is not the same as the name on these documents, e.g. Change of name certificate, or deed poll document. If your name has changed on marriage, a marriage certificate issued by the Registry of Births, Deaths and Marriages is required; ceremonial marriage certificates are not acceptable.

<sup>†</sup> Certified means that all copied pages of original proof of identity documents or change of name documents have been certified as true copies by an individual approved to do so. Persons who are authorised to certify documents must sight the original and the copies and make sure both documents are identical, then make sure that all copies

#### If you need help with this form

# 6. Proof of identity continued

are certified as true copies by writing or stamping 'certified true copy' followed by the individual's signature, printed name, qualification and date.

# If you are in Australia

The following persons are eligible to certify copies of original documents:

- Australia Post Permanent Employee or Agent (who is currently employed with the post office and has at least two continuous years of service or is in charge of supplying postal services to the public)
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank Officer, Building Society Officer or Credit Union Officer (with two or more years of continuous service)
- Chiropractor
- Commissioner for Affidavits or Declarations
- Court Officer: Registrar or Deputy Registrar of a Court, Judge, Clerk, Magistrate, Master of a Court, Chief Executive Officer of a Commonwealth Court
- Dentist
- Fellow of the National Tax Accountants' Association
- Finance Company Officer (with two or more years of continuous service with one or more finance companies)
- Justice of the Peace
- Legal practitioner
- Marriage celebrant (registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961)
- Medical practitioner
- Member of Chartered Secretaries
  Australia
- Member of Commonwealth Parliament, State Parliament, Territory Legislature or a Local Government Authority (State or Territory)
- Member of Engineers Australia (other than at the grade of student)
- Member of the Association of Taxation

and Management Accountants

- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force (who is an officer; or a noncommissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service or a warrant officer within the meaning of that Act)
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Minister of Religion (registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961)
- Notary Public
- Nurse
- Optometrist
- Officer with, or a credit representative of, a holder of an Australian credit licence, having two or more years of continuous service with one or more licensees
- Officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licensees
- Patent attorney
- Permanent employee of the Commonwealth (or Commonwealth Authority) or a State or Territory (or State or Territory Authority) or a Local Government Authority with two or more years of continuous service
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Pharmacist
- Physiotherapist
- Police Officer, Sheriff's Officer or Sheriff
- Psychologist
- Senior Executive Service Employee of the Commonwealth (or Commonwealth Authority) or a State or Territory (or State or Territory Authority)

#### If you need help with this form

- Teacher employed on a full-time basis at a school or tertiary education institution
- Trade marks attorney
- Veterinary surgeon

# If you are outside Australia

The following people are eligible to certify copies of original documents outside of Australia:

- consular staff at an Australian Embassy, High Commission or Consulate
- a public notary or or other person authorised to administer an oath or affirmation or to authenticate documents in the country you are visiting or living in.

The professions listed under **If you are in Australia** can only certify documents outside Australia if they work or are registered in Australia. Where your documents are certified outside Australia, the certifier must quote their registration number or the relevant law that qualifies them to authenticate your documents.