

Declaration of SSS Member's Dependants

Please print clearly in black ink.

Notes to member's dependants

This form is part of your application for payment of a spouse/partner, student or child pension.

Terms used in this form

Spouse or de facto partner

You were the member's spouse/partner at the time of their death or retirement. See SSS Fact Sheet 10 *Death of a scheme member before retirement*.

Spouse or de facto partner since retirement

You became the member's spouse/partner after their retirement. Note that a spouse/partner pension is payable only in very limited circumstances: refer to SSS Fact Sheet 11 *Death of a scheme member after retirement*, to make sure you are eligible.

Student or child pensions

In certain circumstances, a pension may also be payable to eligible children of the deceased. See SSS Fact Sheet 12 *Child Pensions*.

1. Details of the member

Member number

Mr/Mrs/Ms/Miss/Dr

Male

Female

Birth date (DD-MM-YYYY)

Given name(s)

Family name

2. Member's dependants

The member's dependants include:

- spouse or de facto partner (please go to section 3 ▶)
- spouse or de facto partner since retirement (please go to section 4 ▶)
- full-time student/s under 25 (please go to section 5 ▶)
- children under 18 (please go to section 6 ▶).

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on **1300 130 096** or email enquiries@stc.nsw.gov.au

3. Spouse or de facto partner

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 number

Mobile number

Email address

Name before marriage or de facto relationship (if applicable)

Date of marriage or commencement of de facto relationship (DD-MM-YYYY)

Do you receive any other pension from SSS?

 No Yes *please give details*

Have you previously received or been entitled to receive a pension or lump sum from SSS?

 No Yes *please give details*

Are you the parent or guardian of any full-time students under 25 or children under 18?

 No *go to section 7 ▶* Yes *please give details of students in section 5 ▶*

please give details of children in section 6 ▶

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on **1300 130 096** or email **enquiries@stc.nsw.gov.au**

4. Spouse or de facto partner since retirement

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 number

Mobile number

Email address

Name before marriage or de facto relationship (if applicable)

Date of marriage or commencement of de facto relationship (DD-MM-YYYY)

Were you living with the deceased person as husband/wife/partner on a bona fide domestic basis from the date above continuously until the date of his/her death?

No

Yes

Do you receive any other pension from SSS?

No

Yes *please give details*

Have you previously received or been entitled to receive a pension or lump sum from SSS?

No

Yes *please give details*

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on **1300 130 096** or email **enquiries@stc.nsw.gov.au**

4. Spouse or de facto partner since retirement (continued)

Are you the parent or guardian of any full-time students under 25 or children under 18?

No go to section 7 ▶

Yes please give details of students in section 5 ▶

please give details of children in section 6 ▶

5. Full-time students under 25

Student 1

Given name/s

Family name

Birth date (DD-MM-YYYY)

Student 2

Given name/s

Family name

Birth date (DD-MM-YYYY)

Student 3

Given name/s

Family name

Birth date (DD-MM-YYYY)

Note: If you need more room, please copy this page or attach another piece of paper to this form.

6. Children under 18

Child 1

Given name/s

Family name

Birth date (DD-MM-YYYY)

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on **1300 130 096** or email enquiries@stc.nsw.gov.au

6. Children under 18 (continued)

Child 2

Given name/s

Family name

Birth date (DD-MM-YYYY)

Child 3

Given name/s

Family name

Birth date (DD-MM-YYYY)

Note: If you need more room, please copy this page or attach another piece of paper to this form.

7. Statutory declaration

Take this form to a Justice of the Peace or a solicitor and sign this section in front of them. They will ask you to identify yourself (unless they have known you for at least 12 months) before they complete the certification section below.

Statutory declaration

Oaths Act 1900 (NSW) Eighth schedule

I, the undersigned (please print your full name)

Name

in the State of New South Wales, do solemnly and sincerely declare that all of the information provided by me in connection with this application is true and correct.

I also declare that I have read and understood the legislation relevant to this application as outlined in SSS Fact Sheets 10 *Death of a scheme member after retirement* and 12 *Child pensions*.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1900*.

Signature

Date (DD-MM-YYYY)

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on **1300 130 096** or email **enquiries@stc.nsw.gov.au**

7. Statutory declaration (continued)

Taken and declared at

Address

Suburb

State/Territory

Postcode

in New South Wales on this date (DD-MM-YYYY)

in the presence of an authorised witness, who states:

Name of authorised witness

I, ,

Qualification of authorised witness

a ,

certify the following matters concerning the making of this statutory declaration by the person who made it:

* Please cross out any text that does not apply.

1. *I saw the face of the person **OR** *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months **OR** *I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was...

Describe identification document relied on

Signature of authorised witness

Date (DD-MM-YYYY)

8. What to do next

Once you have completed this form the following documents (if applicable) should be attached:

Proof of identity documents for each person listed on this form (if they have not already been supplied – see Section 9 or Section 10)

Return the completed form to

State Super (SSS)
GPO Box 2181
MELBOURNE VIC 3001

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on **1300 130 096** or email **enquiries@stc.nsw.gov.au**

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

9. Proof of Identity

You will need to provide certified[†] documentation or electronic verification information with your application form to prove your entitlement to the superannuation benefits.

The following certified documents may be provided:

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 showing the provision of services to you and your current residential address, 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.

[†] 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 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

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on **1300 130 096** or email enquiries@stc.nsw.gov.au

9. Proof of Identity *continued*

- 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 non-commissioned 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)
- 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 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.

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on **1300 130 096** or email **enquiries@stc.nsw.gov.au**

10. Electronic verification

Please complete this section if you would prefer to allow us to verify your identity information electronically, instead of providing certified proof of identity documents.

We use a platform called 'greenID' to complete this verification. GreenID assists entities in meeting their Anti-Money Laundering and Counter-Terrorism Funding obligations by providing a secure and complete identity verification system.

You must provide complete details for any TWO of the following (note, only Australian documents can be verified electronically)

1. Medicare Card

Full name exactly as shown on my Medicare Card

Medicare number

Reference number

Valid to (MM/YYYY)

 -

Medicare card colour

 Green Blue Yellow

2. Drivers Licence

Full name exactly as shown on my Drivers Licence

Licence number

Driver licence card number

State of issue

Expiry (DD-MM-YYYY)

 - -

3. Australian Passport

Passport Number

Place of birth (as shown on passport)

Country of birth (not shown on passport)

Expiry date (DD/MM/YYYY)

 - -

Notes: If your name differs between documents and/or your account details, you will need to provide a certified linking document (eg: Marriage Certificate from the Registry of Births, Deaths & Marriages).

If you complete the details for electronic identity identification, we will take this as consent to validate your details electronically.

If you provide authorisation to have your identity verified electronically but the documents are not compatible, you will need to provide certified copies of the required documents and post these to us. We will contact you if this is the case.

If you need help with this form

Contact Customer Service between 8:30 am and 5:30 pm AEST from Mon–Fri on **1300 130 096** or email enquiries@stc.nsw.gov.au