

Application for Payment (or deferral) of Benefits on Retrenchment

Please print clearly in black ink.

Use this form...

- ▶ if you have been retrenched, and would like to apply to receive payment of, or rollover, or defer part or all of your SSS benefit and SANCS benefit.

Do not use this form...

- ▶ unless you have been retrenched. Customer Service can tell you which is the correct form for your circumstances.

How to apply

- ▶ Read the *Notes for applicants* section and the Fact Sheets about the benefit you are applying for to understand your eligibility and any conditions for payment.
- ▶ You may wish to discuss your choices with your accountant or other financial adviser.
- ▶ Read the *What to do next* section at the end of the form to understand what supporting documents you may need.
- ▶ Send the form and any other supporting documents to:
State Super (SSS)
GPO Box 2181
Melbourne VIC 3001

Notes for applicants

Please visit the website at www.statesuper.nsw.gov.au or contact Customer Service for copies of any Fact Sheets that are relevant to your application.

What benefits may be payable?

SSS benefit

The SSS benefit payable on retrenchment depends on your age and whether you are eligible for retirement.

- If you are aged 55 or more and are eligible for retirement (either early voluntary or normal retirement), the SSS benefit is the retirement benefit payable at the date of retrenchment. It can be taken as a pension or a lump sum, **but cannot be deferred**. You also have the option of electing to take your withdrawal (Immediate lump sum) benefit. However, it is important to remember that no benefit is payable to the spouse/de facto partner of a deceased former member who elected to take their withdrawal (Immediate lump sum) benefit.
- If you are not eligible for a retirement benefit at the date of retrenchment, the SSS benefit is a retrenchment benefit. It can be taken as a pension, a lump sum, or can be deferred.
- If you are aged between 50 and 55, you also have the special option (subject to your employer's approval) to defer your retirement benefit that is payable at age 55.

Note: This option requires that you pay the personal

contributions that you would have paid on your units up to age 55. The contributions payable are the present value of all further contributions and must be paid as a lump sum within six months of you being advised of the amount payable. *If the contributions which are payable are not received within the specified timeframe, the benefit is revised to the standard deferred benefit and the special option to defer your retirement benefit that is payable at age 55 will no longer be available.*

State Authorities Non-contributory Scheme (SANCS) benefit

As a member of SSS, you are entitled to receive a SANCS benefit. The SANCS benefit includes the basic benefit and, if eligible, the additional employer contribution (AEC) account and any Commonwealth Government co-contributions.

If you defer your SSS benefit

If you choose to defer (i.e. leave your benefit in the scheme), it will be paid later as either a pension or a lump sum withdrawal payment.

- **As a pension:**
 - at the normal retirement age, or
 - from age 55 at a reduced rate if your scheme retirement age is 60, or
 - on total and permanent invalidity, or

If you need help with this form

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

Notes for applicants (continued)

- to a surviving eligible spouse/de facto partner on your death.

Note: The pension can be commuted to (exchanged for) a lump sum when you retire from age 55 or on reaching age 60.

- **As a lump sum withdrawal payment:**

- it may be paid at any time.

This is the original retrenchment benefit, adjusted for investment earnings while it was deferred.

Note: It is important to remember that no benefit is payable to the spouse/de facto partner of a deceased former member who elected to take either the lump sum retrenchment benefit or the lump sum withdrawal payment.

Any debts on the account

Debts on the account, such as a contributions surcharge tax debt, No TFN tax debt or any outstanding personal contributions, must be settled before benefits are paid. Options for payment are shown in Section 4 of this form.

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 membership verification system prior to processing any rollover.

Giving your Tax File Number

If you have not already supplied us with your Tax File Number (TFN), you should consider doing so now, before your benefit is paid out or rolled over. You do not have to supply your TFN, but if you don't supply it:

- Pay As You Go (PAYG) tax may be deducted from the taxable component of your benefit at a higher rate than is otherwise necessary.
- We may be required to deduct an additional 32% tax on your employer contributions since 1 July 2007.

Any additional tax that is initially deducted may be refunded by the Australian Taxation Office once they assess your next tax return.

Proof of identity

If you have already supplied the required 'proof of identity' documents during the process of determining your benefit entitlement, you do not have to do so again. Please see section 11.

1. Your details

Name of employer

Date employment ceased (DD-MM-YYYY)

Member number

Mr/Mrs/Ms/Miss/Dr

Male

Female

Birth date (DD-MM-YYYY)

Given name(s)

Family name

Residential address

Suburb

State/Territory

Postcode

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3. What do you want to do?

Mark one box with a cross.

Note: If you are applying for payment of a lump sum or pension benefit then you must complete section 8, *For payment of a lump sum benefit*.

I was eligible to retire when I was retrenched:

I am applying for an early voluntary or normal retirement benefit and I wish to:

- take a pension, or
- *commute (exchange) all of my pension entitlement to a lump sum.
- *commute (exchange) part of my pension entitlement to a lump sum and take the remainder as a pension.
- take a withdrawal (Immediate lump sum) benefit (I acknowledge that if I choose the withdrawal benefit my spouse/de facto partner will not be entitled to a pension later).

* Please complete and attach SSS Form 521: *Election to commute SSS pension to lump sum*.

OR

I was not yet eligible to retire when I was retrenched:

I am applying for a retrenchment benefit and I wish to:

- take a lump sum retrenchment or withdrawal benefit (whichever is greater) (I acknowledge that if I choose the lump sum retrenchment/withdrawal benefit my spouse/de facto partner will not be entitled to a pension later)
- take a retrenchment pension
- defer payment of my benefits
- apply for the special deferred age 55 retirement benefit option.
(Please note: This special option is only available if you are aged from 50 to 55).

Mark one box with a cross.

Note: If you are applying for payment of a lump sum or pension benefit then you must complete section 8, *For payment of a lump sum benefit*.

4. Any debts on the SSS account

All applicants must complete this section.

If there is a **contributions surcharge tax debt** or **No TFN tax debt** on your SSS account, these must be paid before your benefit can be paid. However, if you elect to defer your benefit then these debts will also be deferred.

How will any contributions surcharge tax debt and/or No TFN tax debt be paid?

Mark one box with a cross.

- By cheque.
- By reduction of my benefit.
(Automatic if no other box is crossed. For most benefits this means deduction from your SANCS benefit and/or any lump sum amount).

How will you pay any outstanding contributions? (not applicable for members between the age of 50 and 55 who are applying for the special deferred age 55 retirement benefit option – see information below)

- By reduction of my benefit (automatic if no other box is crossed).
- By cheque.

Note: any debt arising from a previous early benefit release on financial hardship or compassionate grounds will automatically be deducted from your benefit payment or your deferred benefit.

If you need help with this form

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

4. Any debts on the SSS account (continued)

Note: If the contributions which are payable are not received within the specified timeframe, the benefit is revised to the standard deferred benefit and the special option to defer your retirement benefit that is payable at age 55 will no longer be available.

Members between the age of 50 and 55 who are applying for the special deferred age 55 retirement benefit option.

If you are applying for this special deferred benefit option, you must pay the personal contributions that you would have paid on your units up to age 55. This amount must be paid as a lump sum within six months of you being advised of the amount payable. When the benefit calculations have been made, we will let you know the amount of contributions to be paid.

Please cross to acknowledge that you agree to pay the contributions due for this option as a lump sum within six months of being advised of the amount.

5. Conditions of release

Mark one box with a cross.

Complete this section only if you are applying for a lump sum or a pension (not applicable if you are deferring your benefit).

- I am between my preservation age and 60 years of age and have retired permanently from the workforce.
- I am over age 60.
- I am applying due to permanent incapacity and have attached certificates of incapacity from two medical practitioners.
- I do not satisfy the above but wish to take the preserved part of my pension benefit as a non-commutable pension. I am aware this restricts my commutation rights. Your SANCS benefit will remain preserved and must be rolled over to another superannuation arrangement of your choice. Please complete section 8, *For payment of a lump sum benefit*.
- I do not satisfy one of the above conditions of release, and acknowledge that my preserved component must remain preserved.

Signature

Date (DD-MM-YYYY)

For details of your preservation age, refer to STC Fact Sheet 4: *When can I be paid my superannuation benefits?*

6. For payment of a pension: account details

Direct crediting is not available on a full range of accounts, or for all building society and credit union accounts. To confirm this facility is available, please check with your financial institution.

Complete this section only if you are applying for a pension.

Pay direct into my account

Name of account holder (The account must be held solely, or jointly in your name)

BSB number

Account number

Name of bank/building society/credit union

Branch

If you need help with this form

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

7. Health insurance premiums

Complete this section **only if** you want health insurance premiums to be automatically deducted from pension payments.

Mercer can only forward payments to one of the following: Australian Unity Health Ltd, HCF, BUPA, Medibank Private, NIB, RT Health Fund, St Lukes Health Insurance, Westfund.

I authorise Mercer to deduct health insurance premiums from my pension each fortnight and to forward these to my health fund:

Name of fund (must be from the list on the left)

Health fund membership number

Table (Plan)

Amount per fortnight

\$

8. For payment of a lump sum SANCS benefit: how do you want to be paid?

All applicants must complete this section except if:

- you are applying for a pension and want your lump sum SANCS benefit to go into the same account as your pension payments (you have already given us your account details in Section 6), or
- the lump sum you want paid is the commuted (exchanged) value of a pension benefit: complete and attach SSS Form 521: Election to commute SSS pension to lump sum.

Lump sums may be taken in the form of:

- a rollover into another superannuation arrangement, or
- a rollover of part of the amount and a direct cash payment of the balance, or
- a direct cash payment.

Rollover and/or direct cash payment:

Rollover

Name of rollover fund

Postal address

Suburb

State/Territory

Postcode

Contact name (if known)

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

If you need help with this form

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

8. For payment of a lump sum SANCS benefit: how do you want to be paid? (continued)

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

Australian Business Number (ABN)

Your member account number in rollover fund

If you wish to rollover into more than one fund, 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 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 prior to processing any rollover.

Rollover the full amount of the benefit **or**

Rollover this amount of the benefit:

\$ and pay the balance by direct cash payment.

Direct cash payment

Post a cheque to my residential address. **or**

Post a cheque to my postal address (please ensure postal address is completed in Section 1). **or**

Pay direct into my account:

Name of account holder (The account must be held solely, or jointly in your name)

BSB number

Account number

Name of bank/building society/credit union

Branch

To avoid delay in the payment of your benefit, please complete all rollover details. This information is required under Commonwealth tax legislation. It can be obtained directly from your chosen rollover fund. The ABN may also be obtained using the Super Fund Lookup service at the superfundlookup.gov.au website.

If you need help with this form

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9. Applicant – please sign here

I certify that I have read and understood the fact sheets that are relevant to my application and that the information given in this form is correct.

I have reviewed Section 11 - Proof of Identity and Section 12 - Electronic verification, and confirm the following (please select one or more):

- I am not required to provide proof of identification as I am not receiving any part of my benefit in cash and am not rolling over any part of my benefit to a self-managed superannuation fund (SMSF)
- I have provided certified proof of identity documents
- If my proof of identity documents are not certified correctly, I consent to State Super or Mercer Administration Services (the fund administrator) verifying my identification electronically.
- I have provided electronic verification information in Section 12. I consent to State Super or Mercer Administration Services (the fund administrator) verifying my identification electronically.

Note - 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. We will contact you if this is the case.

Name (Print in BLOCK LETTERS)

Signature

Date (DD-MM-YYYY)

10. What to do next

Prepare supporting documents

* All the forms you will need are available from the website and Customer Service.

If you are applying for a pension

A completed *ATO Tax File Number Declaration form**.

If you are not applying for a pension

If you are not applying for a pension, and if you have not already given us your TFN, send a completed *Tax File Number collection form**.

To commute your pension to a lump sum

A completed *Exchanging your pension for a lump sum form**.

If you are rolling over to your SMSF

Provide a copy of a bank statement for the SMSF, and the bank account name will need to match the name of the SMSF.

To pay any debts on the account by cheque

Make cheque payable to State Super.

Return the completed form to:

State Super (SSS)
GPO Box 2181
MELBOURNE VIC 3001

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Contact Customer Service between 8:30am and 5:30pm 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

11. Proof of Identity

You may need to provide proof of identity documentation or electronic verification information 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 a pension benefit
- the payment of any part of your benefit as a lump sum payable directly to you – including your basic benefit
- the rollover of any part of your benefit to a Self Managed Super Fund (SMSF).

Note – You are **not required** to provide proof of identification if you are applying for a fully commuted pension or a lump sum benefit – and you are applying to rollover your **entire** benefit (including your basic 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 or electronic verification information will still be required for rollovers to a SMSF.**

The following certified documents can be accepted.

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

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11. Proof of Identity

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
- 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

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11. Proof of Identity

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

12. 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

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Reference number

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Valid to (MM/YYYY)

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Medicare card colour

Green
 Blue
 Yellow

2. Drivers Licence

Full name exactly as shown on my Drivers Licence

Licence number

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Driver licence card number

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State of issue

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Expiry (DD-MM-YYYY)

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3. Australian Passport

Passport Number

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Place of birth (as shown on passport)

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Country of birth (not shown on passport)

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Expiry date (DD/MM/YYYY)

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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.

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