



**Step 2:**  
Contributing spouse:  
provide details of  
the contributions  
split amount\*

In the space below, please nominate the dollar amount or percentage of the eligible contributions you wish to split into your spouse's superannuation account. For more information on the maximum amount you can nominate to split, please see the information page attached to the back of this form.

**Taxed splittable contributions (eg superannuation guarantee, salary sacrifice and personal deductible contributions) for the last financial year**

Percentage   % (use whole numbers only)

Dollar amount \$        (do not include cents)

**Taxed splittable contributions (eg superannuation guarantee, salary sacrifice and personal deductible contributions) for the current financial year (only available if you are exiting your current VicSuper account)**

Percentage   % (use whole numbers only)

Dollar amount \$        (do not include cents)

**Step 3:**  
Receiving spouse:  
provide your details\*

*This step must be completed by the receiving spouse.*

Title  Mr  Mrs  Ms  Miss  Other (please specify)

Surname\*

Given name/s\*

Date of birth\*         Gender  Male  Female

Residential address\*  
(must be provided) If your address is the same as your spouse's address (detailed in Step 1) please write 'as per Step 1' in the space below. Alternatively please provide details of your address below.

Postal address  
(if the same as your residential address, mark 'AS ABOVE')

Postcode

Postcode

Phone number\*                      (during working hours)

**Step 4:**  
Receiving spouse:  
provide your fund details\*

*Please complete the details of the superannuation fund to which the contributions are to be split.*

Fund name\*

Fund address\*

Postcode

Fund phone number\*

Australian Business Number\*

Member number\*

Unique Superannuation Identification Number\*

If you are not currently a member and would like information on our products, please call our Member Centre on 1300 366 216 or visit our website at [vicsuper.com.au](http://vicsuper.com.au)

**Step 5:**  
Both spouses; provide  
proof of identity\*

For more information on this step see 'Guide to providing proof of your identity' on page 6.

I have attached the following document to certify my identity:

a certified copy of my driver's licence or passport

**OR**

certified copies of both:

Birth/citizenship certificate or Centrelink Pension Card

**AND**

Centrelink payment letter or Government or local council notice (less than one year old) with name and address

I have also attached the following documents to certify my spouse's identity:

a certified copy of my spouse's driver's licence or passport

**OR**

certified copies of both:

My spouse's birth/citizenship certificate or Centrelink Pension Card

**AND**

Centrelink payment letter or Government or local council notice (less than one year old) with my spouse's name and address

**Step 6:**  
Both spouses; read  
our privacy information

The personal information provided on this form is collected by and held for Aware Super, in accordance with the Australian Privacy Principles of the *Privacy Act 1988* (Cth), for the purpose of administering accounts and providing services associated with fund membership. For further information about how personal information is handled, please call us on **1300 366 216** or visit [vicsuper.com.au/privacy](http://vicsuper.com.au/privacy) to view the privacy policy (a hard copy of the policy may also be provided on request). The policy contains information about access to and correction of personal information, how a complaint can be made about a privacy breach and other important information about how personal information is collected, used and disclosed.

**Step 7:**  
Authorisation, both  
spouses sign this form\*

**To be completed by the 'contributing spouse'**

I declare that:

- My spouse is \_\_\_\_\_ to whom I am legally married and not permanently separated from, or live with on a bona fide domestic basis as partners (this includes same sex partners)
- I request to split my contributions from my VicSuper account (detailed in Step 1) into my spouse's superannuation account (detailed in Step 4)
- I understand that any insurance cover may be cancelled if there are insufficient funds left in my account to cover the cost of the insurance premiums as a result of this split
- I understand that the amount I am splitting will be withdrawn proportionally from each of my investment options excluding any term deposits
- I understand that my *Contributions splitting application* form (V310) cannot be revoked once processed
- I have received and read the Fund's privacy information (see Step 6)
- all details on this form are true and correct.

Signature\*

Date

**To be completed by the 'receiving spouse'**

I declare that:

- My spouse is \_\_\_\_\_ to whom I am legally married and not permanently separated from, or live with on a bona fide domestic basis as partners (this includes same sex partners)
- I am requesting to receive my spouse's contributions split amount into my superannuation account
- I am under preservation age (at least age 55, depending on my date of birth) or I am between preservation age and age 65 and not permanently retired
- I understand that the amount transferred to my superannuation account will be preserved until I meet a condition of release
- I have received and read the Fund's privacy information (see Step 6)
- all details on this form are true and correct.

Signature\*

Date

**Step 8:**  
Contributing spouse;  
submit your form

Send your completed form to:

**VicSuper, GPO Box 89 MELBOURNE VIC 3001**

We will notify you in writing when the contributions split amount has been debited from your VicSuper account.



## How to complete...

### Contributions splitting form (V310)

The following information will help you understand the rules for contributions splitting. Before proceeding with an application you should read this information and refer to your contribution splitting quote, which outlines the eligible contributions you have available in your VicSuper account.

To split your eligible contributions into your spouse's superannuation account, you and your spouse must complete all sections of the attached form. The spouse splitting contributions from their superannuation account must complete steps 1, 2, 5 and 7 and the spouse receiving the contributions split amount must complete steps 3, 4, 5 and 7.

#### What is contributions splitting?

Contributions splitting allows you to transfer eligible superannuation contributions into your spouse's superannuation account. It is not compulsory for superannuation funds to offer contributions splitting.

You can split your eligible contributions into an account held by your spouse, which may be a VicSuper account, another superannuation account, retirement savings account or approved deposit fund.

We have 30 days to action a valid contributions splitting application, however we generally process valid applications within 5 to 10 business days.

#### What is a 'contributing spouse' and a 'receiving spouse'?

The spouse applying to split their contributions into their spouse's superannuation account is the 'contributing spouse'. The spouse whose superannuation account is receiving the split contributions is the 'receiving spouse'.

#### Who is eligible for contributions splitting?

A couple can split eligible contributions when each partner has agreed to the split and the following conditions are met:

- The eligible contributions were made during the previous financial year
- The couple is married or in a de-facto relationship (this includes same sex partners)
- The receiving spouse has not reached preservation age (at least age 55, depending on their date of birth) or is between preservation age and age 65 and not permanently retired.

#### Is your spouse a member?

If your spouse is not a member, you must leave a minimum balance of \$6,000 in your account after the split has occurred.

If your spouse is a member, you must leave a minimum balance of \$7,000 in your account after the split has occurred.

If your spouse would like information on becoming a member, they should read the *VicSuper FutureSaver Product Disclosure Statement* and *Member Guide*. If you have not received this publication, or you would like another copy, please visit our website at [vicsuper.com.au/forms](http://vicsuper.com.au/forms) or call our Member Centre on 1300 366 216.

#### What eligible contributions can be split?

Taxed splittable contributions that are made to your VicSuper account may be split into your spouse's superannuation account.

Taxed splittable contributions include:

- superannuation guarantee (SG)
- salary sacrifice
- additional employer contributions
- personal deductible contributions
- allocated surplus contribution amounts which meet an employer's contribution obligations.

#### What amounts cannot be split?

The following amounts cannot be split under the contributions splitting regulations:

- contributions such as personal (which have not been claimed as a deduction) and eligible spouse contributions, as well as Government co-contributions
- amounts that have been rolled over from another superannuation fund
- lump sum payments from eligible non-resident non-complying superannuation funds (including UK transfers)
- superannuation lump sums
- amounts received by a super fund as a superannuation contributions splitting superannuation lump sum
- long service leave and annual leave paid upon termination of employment
- amounts rolled over to a superannuation fund under Family Law
- amounts subject to a payment split or on which a payment flag is operating under Family Law.

#### What is the maximum amount you can split?

The maximum splittable amount for a financial year is the lesser of 85% of taxed splittable contributions (excluding any amounts in a term deposit) or your concessional (or before-tax) contributions cap. Please visit [ato.gov.au](http://ato.gov.au) for more information about super contribution caps.

If you have a term deposit, sufficient funds will need to be retained in the non-term deposit investment options to cover fees and insurance premiums, should the term deposit not mature before the deductions are due to be applied.

#### Splitting contributions made during the previous and current financial years

Generally, you can only split eligible contributions relating to the previous financial year. However, if you are rolling over your entire account to another account, you are able to split the current year's contributions when you exit your current account. For more information on splitting contributions made during the previous and current financial years, please contact our Member Centre on 1300 366 216.

#### How are contributions split?

Amounts split into your spouse's superannuation account are treated as a 'contributions splitting' rollover.

Please note that on the roll over of a 'contribution splitting' amount, no service period will be transferred from the contributing spouse's superannuation account.

## Personal deductible contributions

If you intend to claim a deduction for personal superannuation contributions made during the previous or current financial year, you must submit a 'Notice of intent to claim or vary a deduction for personal super contributions' form before you submit this form.

The notice informs us of your intention to claim a personal tax deduction.

Please contact our Member Centre on **1300 366 216** if you require this notice.

## Ensuring your contributions splitting application is valid

To ensure this application is valid you and your spouse must complete all steps on the attached form.

Your application will be deemed invalid if:

- you have previously submitted a valid application relating to the same financial year as this application
- you apply to split an amount that is greater than the amount available in your VicSuper account
- you or your spouse do not complete the relevant declaration in Step 7 of the attached form
- your spouse is 65 years old or over
- your spouse has reached their preservation age and is permanently retired
- your spouse does not provide details of their superannuation account
- you or your spouse do not provide us with the necessary proof of identity
- you are splitting to your spouse's superannuation account, and the amount you wish to withdraw will leave less than the required minimum account balance. For more information, please see the section on the previous page titled 'Is your spouse a member?'

When you transfer funds between super accounts you need to provide proof of your identity. If you do not provide the right ID, the processing of your transfer will be delayed. Use this guide to provide proof of your identity. It's simple and easy!

**Remember to provide ID for both you and your spouse.**

## Guide to providing proof of your identity

### Get your ID certified

Take both the ORIGINAL and a PHOTOCOPY of your identification documents to an authorised person.

To certify your ID the authorised person needs to:

- Compare the photocopy to the original
- Include the following details on the copy:
  - stamp or write 'I certify that this document is a true copy of the original having been sighted by me on this day DD / MM / YYYY'
  - their qualification eg police officer
  - their name
  - their address and phone number and
  - their signature.

This is shown in the image on the right.



I certify that this document is a true copy of the original having been sighted by me on this day  
1 July 2020.

Sergeant Jane Sample,  
Police Officer  
0398574226AB  
123 Simple Street  
SIMPLETOWN VIC 3012

## What ID documents must I provide?

### Either

- Driver's licence (issued under State or Territory law), or
- The identity page of your passport

Or one document from each of A and B:

- A** • Birth certificate or birth extract; or
- Citizenship certificate issued by the Commonwealth; or
- Pension card issued by Centrelink that entitles the person to financial benefits.

### AND

- B** • Notice issued by Commonwealth State or Territory Government or local council within the past 12 months that contain your name and residential address (eg a tax office assessment notice or rates notice from a local council); or
- Letter from Centrelink regarding a Government assistance payment.

## Who can certify a document as a true copy?

The following people can certify copies of your identification documents:

- pharmacist
- teacher employed full time at a school or tertiary education institution
- legal practitioner
- medical practitioner (eg your local GP)
- nurse
- police officer
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants (IPA)
- Justice of the Peace.

For a full list of people who can certify identification documents, please visit [vicsuper.com.au/forms](https://www.vicsuper.com.au/forms) Alternatively, you can visit one of our advice centres to have identification documents verified.

## Return your documents to us

Post your completed form/s with your certified ID document/s to:  
VicSuper  
GPO Box 89  
MELBOURNE VIC 3001