

Make a lump sum withdrawal from VicSuper

* Indicates that providing this information is mandatory. Not doing so may delay the processing of your request.

When completing this form, please ensure you use all capital letters eg and check boxes with a cross eg

Step 1: Personal details

Member number*

Product

 VicSuper FutureSaver VicSuper Flexible Income

Title

 Mr Mrs Ms Miss Other (please specify)

Surname*

Given name/s*

If you have changed your name you must provide a certified linking document in addition to proof of identity document/s. For more information please see page 6.

Date of birth*

Gender

 Male Female

Residential address*
(must be provided)

Postcode*

Postal address

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

Postcode

Daytime phone number*

Tax file number

Under the *Superannuation Industry (Supervision) Act 1993*, the Trustee is authorised to collect your Tax File Number, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. The Trustee may disclose your Tax File Number to another superannuation fund when your benefits are being transferred, unless you request in writing to the Trustee that your Tax File Number not be disclosed to any other superannuation fund.

You are not legally required to provide us with your TFN, however giving your Tax File Number to us will have the following advantages, which may not otherwise apply:

- We will be able to accept all types of contributions to your account or accounts
- The tax on contributions to your account or accounts will not increase
- Other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits
- And it will make it much easier to trace different superannuation accounts in your name, so that you receive all your superannuation benefits when you retire.

If you do provide your Tax File Number it will be kept confidential by us and the ATO.

Important information for VicSuper Flexible Income members only

By completing this form you are requesting to receive a lump sum withdrawal from your VicSuper Flexible Income account. If you instead wish to receive a one-off Income payment please complete a *Change your details VicSuper Flexible Income* form available from our website at vicsuper.com.au/forms or request a copy by calling our Member Centre on 1300 366 216. For those under 60, tax may still apply to your lump sum withdrawals or income payments. Please refer to *VicSuper Flexible Income Product Disclosure Statement*, Section F – Taxes for more details. You may wish to seek tax advice before proceeding.

Please turn over

Step 2:
Provide proof of identity*

For more information on this step, see 'Guide to providing proof of your identity' on page 5.
Under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*, super funds are required to obtain and verify proof of identity before paying a benefit.

I have attached certified copies of the documents below: **OR** I have presented the original documents below to a Fund representative for verification with this withdrawal form:

my driver's licence or passport number

expiry

other primary photographic identification document **OR both**
 a primary non-photographic identification document **AND** a secondary identification document.
 I have not attached any proof of identity as I have provided documentation previously and am not providing bank details for the first time or changing a previously nominated bank account.

Do you live outside of Australia?
If so, the proof of identity requirements are different, please visit vicsuper.com.au/idproof

Step 3:
Nominate the amount you would like to withdraw*

Full balance of my account (account will be closed)
OR
 Leave \$7,000 in my account and withdraw the balance
(\$7,000 is the minimum balance that must be left in your account)
OR
 Partial withdrawal \$ Before Tax After Tax

Amount in words

If you are making a partial withdrawal you must leave at least \$7,000 in your account.
If you do not choose before or after tax, the nominated amount will be paid to you as an after tax amount.

Step 4:
Choose your payment option*

Deposit the funds into the same bank account to which my previous withdrawal or income payment was credited.
 Deposit the funds into the following new account (must be held in your name or jointly in your name):

You must provide certified proof of identity if you are providing the below bank details for the first time.

Account holder name/s

Branch (BSB) number (6 digits)

Account number

Name of bank or financial institution

Branch location

Please ensure the bank details provided are accurate and written clearly. We cannot be held liable where incorrect details are provided above. We cannot deposit your withdrawal into business or superannuation fund accounts or credit accounts such as a Visa or Mastercard account.

Step 5:

Choose your payment order (for partial withdrawals only)

Investment option

Cash	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	%	
Capital Secure	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
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Growth (MySuper)	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Equity Growth	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
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If you do not indicate the investment option you wish to withdraw from, we will withdraw your funds based on the proportion of your account invested in each option at the time of withdrawal.

Step 6:

Condition of release declaration (select one option)

For more information on this step see 'Condition of release declaration' on page 6.

<input type="checkbox"/>	I have reached my preservation age, have permanently retired from the workforce and intend to never again become gainfully employed for 10 hours or more each week	<input type="checkbox"/>	I have ceased an employment arrangement since turning age 60
<input type="checkbox"/>	I have ceased paid employment and wish to access a restricted non preserved amount	<input type="checkbox"/>	I wish to make a withdrawal from my unrestricted non-preserved component (if available)
<input type="checkbox"/>	I am aged 65 years or over	<input type="checkbox"/>	I have ceased a paid employment arrangement with a participating employer and my account balance is less than \$200

Step 7:

Employment details (VicSuper FutureSaver members only)

Your last employer to pay into your account

Are you still working for this employer? Yes No

If no, what date did you finish?

Step 8:

Privacy information

The personal information provided on this form is collected by and held for First State 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 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 9:

Authorisation, consent and sign this form

I request and consent to the withdrawal of my superannuation as described above and authorise FSS Trustee Corporation (as trustee) to give effect to this payment. By signing this request, I am making the following statements:

- I declare that I have fully read this form and the explanatory notes and the information completed is true and correct.
- I am aware I may ask the trustee for information about any fees or charges that may apply or any other information about the effect this withdrawal may have on my benefits and do not require any further information.
- I discharge the trustee from all further liability in respect of the benefits paid.
- I acknowledge that the trustee may deduct tax (where applicable) from any amount I withdraw.
- I understand that unit prices will apply to the amount withdrawn on the day the withdrawal is processed from each investment option.
- I understand that any amount/s I have invested in the Term Deposit Option, cannot be accessed before the maturity date. Only under special circumstances and at Trustee discretion, may the trustee allow a term deposit to be terminated early. I understand there may be extra costs associated with an early termination, such as a reduction in interest accrued.
- I understand that if I have a VicSuper Flexible Income account (with Transition to Retirement feature) and have completed the retirement declaration for the first time on this form:
 - If I am currently invested in the Term Deposit Option that commenced after 1 July 2017, the term deposit will be terminated on my behalf. I understand that an interest adjustment in the form of a reduction in accrued interest may apply where a term deposit is terminated before maturity.
 - My account balance will be subject to the 'transfer balance' cap, initially set at \$1.6 million.
 - The account balance will be transferred to equivalent investment option/s whose investment earnings are exempt from tax. The account balance and proportion of investment option/s will remain the same on the date of the transfer. Please refer to the *VicSuper Flexible Income PDS* for further information.

Step 9: (continued)
Authorisation, consent
and sign this form

- I acknowledge that the trustee may require additional proof of identity in certain circumstances under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.
- I understand that any insurance cover I may have through my Fund membership will cease upon full withdrawal of my benefit (VicSuper FutureSaver members only).
- I understand that if I intend to claim a tax deduction for any personal contributions I have made to the Fund in the current or previous financial years, I must provide a *Notice of intent to claim or vary a deduction for personal super contributions* form to the Trustee before I close the account into which I have made the personal contributions (VicSuper FutureSaver members only). If a partial withdrawal is made the maximum tax deduction available may be reduced. I understand that it may be preferable to provide a Notice of intent to claim or vary a deduction for personal super contributions form to the Trustee prior to the partial withdrawal (VicSuper FutureSaver members only).

Signature*

Date*

Make a lump sum withdrawal from VicSuper

When you make a withdrawal from a super account you need to provide proof of your identity. If you do not provide the right ID, the processing of your withdrawal will be delayed. Use this guide to provide proof of your identity.

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 – see below for details.

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.

What proof of identity documentation must you provide?

Under the AML/CTF Act 2006 super funds are required to obtain and verify proof of identity before you are able to be paid a superannuation benefit.

When does ID need to be provided?

You must provide proof of your identity:

- For your withdrawal, if you have not provided proof of your identity previously.
- If this withdrawal is to be paid into a new bank account or a different bank account than previous withdrawals.
- If you are a VicSuper Flexible Income member, you don't need to provide proof of identity if your withdrawal is being deposited into the same bank account as your regular income payments.

What documentation do you need to provide?

In order for your name, date of birth and residential address to be verified, you must provide:

- an original or certified copy of a **primary photographic** identification document such as a driver's licence or passport
- or both
- an original or certified copy of a **primary non-photographic** identification document, such as a birth certificate or Centrelink pension card, and
- an original or certified copy of a **secondary identification** document such as an Australian Tax Notice of Assessment issued within the past 12 months or a utilities notice issued within the past three months.

A full listing of the documents you can provide can be found at vicsuper.com.au/forms.

Return your documents to us

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

Once your withdrawal has been processed we will send you a confirmation.



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



Sergeant Paul Example,
Police Officer
0398574226AB
123 Simple Street
SIMPLETOWN VIC 3012

Any identification documentation provided must not have expired, with the exception of a Commonwealth passport which we will accept if it has expired within the preceding two years.

If you reside overseas or direct the trustee to make your payment to an overseas address or to a foreign bank account, you must provide verification of your name, date of birth and residential address with every withdrawal request. For further information on what documentation is required please visit vicsuper.com.au/idproof

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
- psychologist
- veterinary surgeon
- Justice of the peace
- 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 National Institute of Accountants.

For a full list of people who can certify identification documents, please visit vicsuper.com.au/forms

Alternatively, you can visit one of our advice centres to have your identification documents verified.

Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a **certified linking document**. A linking document is a document that proves a relationship exists between two (or more) names.

Suitable linking documents include:

Purpose	Suitable linking documents
Change of name	Certified copy of marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
Signed on behalf of the applicant	Certified copy of guardianship papers or Power of Attorney

If you are providing a linking document due to a change of name you must also provide certified copies of proof of identification documents as outlined. If you are signing on behalf of the applicant, you must also provide certified copies of proof of identification for both yourself and the applicant. If both documents are not provided, the withdrawal will be delayed until correct documentation is provided.

Important information

- Please note this form cannot be used for Guaranteed Income products or if you are a temporary resident.
- Once we receive all the necessary paperwork and proof of identity requirements are met, your request will generally be processed within **5 - 10 working days**.
- Please send your completed form and the required proof of identity to us. **We do not accept faxed requests.**
- For information on how your benefit may be taxed see the relevant VicSuper Product Disclosure Statement.
- If you intend to claim a tax deduction for any personal contributions you made to the Fund in the current or previous financial years, you must provide a Notice of intent to claim or vary a deduction for personal super contributions to the Trustee before you close the account into which you have made the personal contributions (VicSuper FutureSaver members only).
- If you are making a partial withdrawal, this may reduce the maximum tax deduction available. It may be preferable to provide a Notice of intent to claim or vary a deduction for personal superannuation contributions form prior to the partial withdrawal (VicSuper FutureSaver members only).
- On the day your withdrawal is processed, the applicable unit price/s will be used to calculate your withdrawal.
- Withdrawals are made proportionately from the taxable and tax-free components of your benefit.
- The withdrawn funds are generally available the day after they are deposited into a bank account. Please allow two days for credit union accounts.
- If you are age 60 or over, your withdrawal will generally be tax-free.
- If you use the Transition to Retirement feature, access to your money is restricted and partial withdrawals can only be made in the following circumstances:
 - to cash in any unrestricted non-preserved amount
 - to pay a Superannuation Surcharge debt
 - to give effect to a Family Law payment split
 - to roll back into the accumulation phase of superannuation
 - to satisfy a release authority from the Australian Taxation Office.
- If you are a VicSuper Flexible Income member, please note that your account will not be automatically rebalanced when you make a partial withdrawal. If you have elected to rebalance your investment options, this will occur at 1 July each year.

If you are invested in multiple investment options and wish to rebalance your investment options at 1 July each year, complete a *Change your investment options* form available from our website at vicsuper.com.au/forms or request a copy by calling our Member Centre on **1300 366 216**.

Things you need to consider when withdrawing your superannuation

- **Insurance** – Any insurance cover you may have through your VicSuper FutureSaver account will cease upon full withdrawal of your benefit from your account.
- **Term deposit** – If you have money invested in the Term Deposit Option, you will need to retain enough money in another investment option to cover fees, insurance premiums (for VicSuper FutureSaver members) and income payments (for VicSuper Flexible Income members) due before the term deposit matures*.

Condition of release declaration

This information relates to Step 6 on the form.

You **must** satisfy one of the conditions of release listed in Step 6 if you want to cash in your benefit.

To meet the conditions of release for retirement you must:

- have reached your preservation age (at least 55, depending on your date of birth) and have permanently retired from the workforce and you have a present intention to never again become gainfully employed for 10 hours or more each week.
- have ceased an employment arrangement since turning age 60 (should you return to work any further super entitlements accumulated from that date will be preserved until another condition of release is met eg permanent retirement, age 65).

To complete either of these declarations you must have been gainfully employed at some stage in your life. If you have never been gainfully employed for 10 hours or more per week, you cannot access your preserved benefit in cash unless you have reached age 65.

We may need to contact the employer/s who paid superannuation guarantee contributions into your account to confirm your work status. If you would like your benefit to be paid sooner, please include with this form written confirmation (such as a separation certificate or confirmation of resignation) of your work status from your employer confirming the date you ceased working or that you are currently working less than 10 hours per week.

What if you do not quote your tax file number?

This information relates to Step 1 on the form.

There is no requirement for you to provide your TFN and failing to do so is not an offence. However, generally tax will be deducted at the top marginal tax rate plus Medicare levy on the taxable component of your superannuation benefit if you are under age 60. In addition, if you have made concessional contributions to your account in the current financial year, the top marginal tax rate plus Medicare levy will apply, compared to the concessional tax rate of 15% (that applies to most members). If you leave the Fund, the additional tax and any additional tax in relation to prior years cannot be refunded if you subsequently provide your TFN.

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change.

* Note this does not apply to Flexible Income members (with Transition to Retirement feature) completing the retirement declaration for the first time.