

Withdrawing my BUSSQ Super

Please complete and sign this form and return by:

- ☒ Mail to: BUSSQ GPO Box 2775, Brisbane Qld 4001 or
☒ Email to: super@bussq.com.au.

Need help? If you require help completing this form call **1800 692 877** or email super@bussq.com.au.

1 Personal details

BUSSQ member number (if known)	Date of birth (dd/mm/yyyy)	
<input type="text"/>	<input type="text"/>	
Mr/Mrs/Ms/Miss	Given names	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact number or mobile	Email	
<input type="text"/>	<input type="text"/>	
Street number	Street address	
<input type="text"/>	<input type="text"/>	
Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address (if different to above)		
<input type="text"/>		
Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

2 Your Tax File Number (TFN)

If you have already provided your TFN to BUSSQ you don't need to provide this again.

- You don't have to provide your TFN and it's not an offence if you don't. If you do choose to provide BUSSQ with your TFN, BUSSQ will only use and disclose it for purposes approved by law, including finding and identifying your super, calculating tax and providing information to the ATO. These purposes may change in the future.
- If you choose not to provide your TFN you may pay more tax on your benefits and contributions and you will not be able to make personal contributions to BUSSQ. These consequences may change in the future.
- BUSSQ will disclose your TFN to another superannuation fund if you transfer your benefits there unless you advise us in writing that you do not want your TFN disclosed.

I elect to provide my TFN and declare it is:

3 Have you met a condition of release?

Please select one option only:

- ☐ I have reached preservation age and permanently retired*
- ☐ I have ceased employment after reaching age 60*
- ☐ My funds are unrestricted non-preserved
- ☐ I am over age 65 and still working

Date ceased work (dd/mm/yyyy) //20



***Please provide a copy of your separation certificate.**

4 Amount of withdrawal

I would like to withdraw the following amount (minimum \$1,000 unless an unrestricted non-preserved amount is less) from my account.

Amounts are net of any applicable tax.

- ☐ Partial withdrawal for an amount of \$
- OR
- ☐ The balance of my account

5 Proof of identity

To protect your superannuation account and satisfy our obligations under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*, we need you to prove your identity before making withdrawals. You have two options for verifying your identity, please select one below.

Option 1

☐

Electronic verification

BUSSQ can easily verify your identity electronically. You just need to provide your driver licence or passport number details below and we arrange the checks for you.

I authorise BUSSQ to disclose my name, address, date of birth and information below to a credit reporting agency to check and report to BUSSQ on whether the details I provide match those held by the credit reporting agency. Checking your identity this way is not a credit check. This check will not give BUSSQ access to any other information about you and will not impact your credit rating or be stored against your credit information file. If the details you provide cannot be matched we will advise you in writing, and you will need to supply us with certified documents – see Option 2.

Australian driver licence

Full name as it appears on your driver license

Driver license number

Card number

Note: For help to locate your Card Number refer to the 'Certified documentation' section on page 5 of this form.

State of issue

Expiry date

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Australian passport

Passport number

Country of birth

Full name as it appears on your passport

Option 2

☐

Provide certified documents (see the 'Certified documentation' section of this form for more information).



Please mail documents if providing certified proof to BUSSQ's address, which is provided on this form.

6 Your financial institution details



Please attach a copy of a current bank statement for a personal bank account that is held in your name, or jointly in your name (BUSSQ is unable to pay your benefit into a business account). The statement must show your name, BSB and account number to enable the benefit to be paid by electronic funds transfer (EFT). Please ensure the account number provided to us is correct.

Financial institution name

Name in which the account is held (must be your name or jointly in your name)

BSB number

Account number

7 Residency declaration

I declare that: (Please tick the box that applies to you).

☐

I am an Australian citizen, New Zealand citizen or permanent resident of Australia, or

☐

I am a temporary resident* and I have left Australia. I am NOT an Australian citizen, New Zealand citizen or permanent resident of Australia, or

☐

I hold a Subclass 405 (Investor Retirement) or Subclass 410 (Retirement) visa

* A temporary resident is someone who holds a temporary visa as described in the *Superannuation Industry (Supervision) Regulations 1994* or in the *Migration Act 1958*.

8 Claiming a tax deduction

- ☐ NO If no, go to Section 9
- ☐ YES If yes, and you intend to claim a tax deduction for contributions you paid to BUSSQ, you will need to complete a *Notice of intent to claim a tax deduction* form from ato.gov.au to submit with this transfer request.

Please note: If you intend to claim a tax deduction for voluntary after tax contributions paid to your BUSSQ account, it's important you let us know BEFORE we make your transfer. If you close your account, income tax laws don't allow us to complete any future requests for tax deductions. If you make a partial withdrawal or transfer, the maximum amount you can later claim a tax deduction for is the reduced contribution amount remaining with us. If you intend to claim a tax deduction. To claim a tax deduction for years prior to 2017-18 you must have been self employed. Visit ato.gov.au for more information.

9 Privacy and other important information

BUSSQ collects and uses your personal information in accordance with the BUSSQ Privacy Policy which is available from our website or by calling **1800 692 877**. Please call us if you have any questions about your rights under the privacy legislation.

10 Authorisation and declaration

- I authorise my superannuation benefit to be paid as instructed on this form. Upon payment of my full account balance from BUSSQ, I shall release BUSSQ from all claims, liabilities and obligation whatsoever in respect of my interest in BUSSQ.
- I understand that there are fees as outlined in the PDS that will be deducted.
- I understand that if I choose not to provide my Tax File Number (TFN) the Trustee is required to deduct tax from my benefit at the top marginal tax rate plus Medicare levy.
- I understand that tax may be deducted from my withdrawal.
- I declare all information provided on this form is true and correct.
- I understand that I cannot claim a tax deduction for personal superannuation contributions if this has not been processed prior to claiming payment.
- I understand that any contribution splitting must be done prior to claiming payment.
- I understand that any request to claim back tax paid to the ATO because of no TFN quoted needs to be done before claiming payment.
- I understand that if my account closes as a result of this claim all insurance benefits will cease and that I may not be able to reinstate cover in the future.



Please sign and date.

Forms without both a signature and date are unable to be processed.

Signature of applicant



Dated (dd/mm/yyyy)

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Once completed and signed please return this form to: BUSSQ GPO Box 2775, Brisbane Qld 4001 or email to super@bussq.com.au.

Please note: If providing certified proof of ID, these documents must be mailed to BUSSQ at the address above.

Certified documentation

You need to provide certified documents to prove your identity. Follow the below guide and mail your certified documents with your completed form to **BUSSQ GPO Box 2775, Brisbane QLD 4001**.

Please note certified proof of identity is only valid for a maximum of 12 months from the date the identification was certified.

Certified copies of the following documents can be used to prove your identity:

One of the following documents only:

- A current driver licence or permit issued under the law of a State or Territory.
- A passport issued by the Commonwealth which can be up to two years out of date, that contains a photograph of the person in whose name the document is issued.
- Proof of Age Card
 - A card issued under a law of a State or Territory for the purpose of providing the person's age which contains a photograph of a person in whose name the document is issued (includes Proof of Age Card or National Identity Card).
- National Identity Card
 - A card issued for the purpose of identification that contains a photograph and the signature of the person in whose name the document is issued; and
 - Is issued by a foreign government, the United Nations or an agency of the United Nations; and
 - If it is in a language that is not understood by the person carrying out the verification it must be accompanied by an English translation prepared by an accredited translator.

One of the following documents:

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles you to financial benefits.

AND

One of the following documents:

- Letter from Centrelink regarding a Government assistance payment
- Notice issued by Commonwealth, State or Territory Government within the past 12 months, containing your name and residential address.

For example:

- Tax Office Notice of Assessment
- Rates notice from local council.

OR

Have you changed your name?

If you have changed your name, in addition to the above listed certified documentation, you need to supply a certified copy of one of the following documents:

- Marriage Certificate (required even if the parties are separated)
- Decree Nisi, Certificate of Divorce or Decree Absolute
- Deed Poll Documentation.

Are you acting on behalf of someone else?

If you are signing on behalf of another person you will need to send by mail original certified copies of the following documents (we cannot accept these via email):

- Current Power of Attorney document (with each page of the document certified)
- The member's identity documents
- Your identity documents.

Certifying your documents

All copies of proof of identity documents should be certified as a true copy of the ORIGINAL by an authorised person. Some examples of authorised persons are:

- A Justice of the Peace or Commissioner for Declarations
- A Police Officer
- A finance company officer or representative of an AFSL license holder with five or more years continuous services with one or more licensees
- A lawyer, judge or magistrate
- Permanent employee of Australia Post with five or more years of continued service.

The certifier must sight the original and make sure both documents are identical, and then make sure all photocopied pages are certified as true copies by writing or stamping wording to that effect followed by their:

- Signature
- Name
- Qualification
- Date, and
- Phone number.



I certify this is a true copy of the original document.

Julie Preston
Justice of the Peace
19/06/2015
0412 345 678

Where to find the Card Number on your driver licence?

You can find your Card Number on the front and/or back of your driver licence. It is different from the licence number, as it's a unique identifier, which changes each time your driver licence is re-issued.

Note: The location for the Card Number does slightly vary amongst different state issued driver licences. The example images show where the Card Number is situated for the Queensland Driver Licence being both on the front and back.

If you need help to locate the Card Number on your driver licence, call us on **1800 692 877**.



Card Number



Card Number

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