

Rest Benefit payment form

Please complete this form to:

- make a full or partial withdrawal from your super account.
- make a withdrawal on compassionate grounds
- rollover your super to another fund or your self managed super fund (SMSF).

Please write in **BLOCK LETTERS** and use a **BLACK** or **BLUE** pen. This request will be invalid if unsigned and undated.

Please send your completed form and any other requested documentation to **contact@rest.com.au** or **PO Box 350 Parramatta NSW 2124**.

Section 1: Your details

Member number

Date of birth (dd/mm/yyyy)

Mr/Mrs/Ms/Miss/Dr

Surname

Given name(s)

Note: A **residential address** is required to validate all withdrawal requests.

Unit number

Street number

Street name

Suburb/Town

State

Postcode

Telephone (business hours)

Mobile

Email address

If you would like your documents sent to a postal address, please tick this box and enter the address below.

Unit number

Street number

Street name/PO BOX

Suburb/Town

State

Postcode

Your Tax File Number (TFN)

It is not compulsory to provide your TFN. However, if you do not provide your TFN, we may have to deduct a higher tax rate from your account when your benefit payment is made. Refer to the TFN information in Section 11.

Please go to **Section 2**



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Section 2: Benefit payment type

1. Withdrawal

If you don't meet one of the following conditions you may not be able to make a cash withdrawal.

Please contact us on Live Chat at rest.com.au or call on 1300 300 778 if you have any questions.

Retirement

You must meet one of the following criteria to apply **(please tick)**:

- You have reached your preservation age and will be permanently retired on or after your preservation age*
- You are aged 60 or above and leave or change your employer*
- You are aged 65 or over

Unrestricted non-preserved payment

You must have unrestricted non-preserved money in your Rest account to apply. Check your most recent member statement to see if you have unrestricted non-preserved money.

Compassionate grounds

You must have received approval from the Department of Human Services (if applied before 1 July 2018), or the Australian Taxation Office (if applied after 1 July 2018) for benefit to be paid on compassionate grounds. Please attach your approval letter with this form.

Amount specified in the approval letter \$

Benefit payment under \$200

- I declare that I have ceased employment with a Rest employer and I wish to receive my total benefit less tax, which is less than \$200.

Please complete Section 3, 4A, 5 and 6

2. Rollover to another fund

- I want to transfer/rollover part or all of my super to another fund*

*If you have finished with your Rest employer, please confirm your employment termination date

(dd/mm/yyyy)

Please complete Section 3, 4B, 5 and 6

Section 3: How much?

- Maximum account balance available under the partial withdrawal conditions
- Total account balance
- Partial amount (net)* \$

If you are transferring a partial amount to another fund, you must leave a minimum of \$1,000 in your account.

Withdrawal amount \$



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Rollover amount \$

Section 4: How will we pay you?

A. Financial Institution details

Name of Australian financial institution

Branch name

BSB number*

 -

Account number*

Account holder name*

Note: Please check details shown above correspond with your latest statement. The account listed must be held in your name or jointly held in your name.

B. Rollover fund#

Name of rollover fund

Rollover fund ABN

Phone number of fund

You can find your rollover fund's Australian Business Number (ABN) and Unique Superannuation Identifier (USI) by visiting their website or referring to their Product Disclosure Statement.

You must provide both your member/account number and the USI of the rollover fund.

Your member/account number in the rollover fund

USI of rollover fund

AND

Before we can process the rollover to your SMSF, you will need to provide us with a proof of identity (refer to Section 8). A SMSF benefit payment cheque can only be sent to the address registered on the super fund look up website at superfundlookup.gov.au. Please ensure your address is up to date with the ATO prior to submitting your benefit payment request to avoid delays.

Section 5: Identity verification

Complete this section if you're making a cash withdrawal or rollover to your SMSF

Option 1: Electronic verification

I agree to Rest using my driver's license **or** Australian passport **or** Medicare details and the other details on this form to verify my identity electronically using independent data sources.

Australian driver's licence

First name (as shown on your licence)

Middle name(s) (as shown on your licence)

Surname (as shown on your licence)

Driver's licence number

State of issue

Expiry date (dd/mm/yyyy)

Australian passport

First name (as shown on your passport)

Middle name(s) (as shown on your passport)

Surname (as shown on your passport)

Passport number



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Medicare card

Card Colour

Green Yellow Blue

Medicare number

Individual reference number

Name on card (as shown on your card, including your middle initial)

Expiry date (dd/mm/yyyy)

Option 2: Provide certified copies of your identification document

I've attached copies of my certified proof of identity with this form (see Section 8: Proof of identity). If my identity documentation has not been certified correctly, I understand Rest may use the information on this form to verify my identity electronically using independent data sources.

Section 6: Declaration

- I declare that I am an Australian citizen, a New Zealand citizen or a permanent resident of Australia or I hold a Subclass 405 (Investor Retirement) or Subclass 410 (Retirement) visa. If you do not meet these residency requirements, please contact us on 1300 300 778.
- I declare that all the information I have provided on this form is true and correct.
- I have attached certified proof of my identity (please refer to Section 8: Proof of identity for more information), which shows my correct date of birth and name change(s) if required.
- I am withdrawing my super from Rest and understand that:
 - any insurance cover that may apply will cease once my Rest account is closed
 - if I am a member of Rest Super, my insurance will continue provided my account remains open and has enough money to cover my insurance premiums
 - I have the right to ask Rest for information on how withdrawing my super will affect my entitlements and have done so or have chosen not to exercise this right
 - Rest may not be able to pay my benefit until they have received final contribution to my Rest account (if applicable)
 - if I haven't indicated an intention to claim a tax deduction, I will not be able to claim a tax deduction for the withdrawn contributions in the future. It is my responsibility to contact a financial planner or tax adviser if I am unsure of my eligibility.
- I have read Section 10 and I declare that:

I am a domestic politically exposed person (PEP), as I am an individual who occupies a prominent public position or function in a government body or international organisation, either within or outside Australia.

Refer to Section 10 for further information regarding domestic politically exposed persons.

Signature of applicant

(dd/mm/yyyy)

Section 7: Checklist

We will process your request as soon as we can. However it is important to make sure that all information and relevant requirements have been completed:

- A certified photocopy of your proof of identification, such as a driver's licence or current passport. (only required for cash withdrawal and SMSF rollover). If you consent to electronic verification, you don't need to send us your certified identification.
- Please refer to Section 8: Proof of identity and how to certify your ID.
- Have you completed all relevant sections of the form?
- If you have changed your name, you will need to provide us supporting documentation if this has not been previously provided.
- Have you signed and dated the declaration?
- Are/were you self-employed and made personal contributions during the financial year? Have you notified Rest of your intention to claim a tax deduction (if applicable). If you are not sure you are eligible to claim a tax deduction, please contact a financial planner or tax adviser before submitting your benefit withdrawal request.



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Section 8: Proof of identity (Only if you have not opted in for electronic verification)

How to certify your proof of ID

You need to provide certified copies of documentation to prove you are the person to whom the superannuation entitlements belong.

Documentation

The following documents[^] are acceptable as proof of your identity (ID):

EITHER

One of the following documents only:

- Current driver's licence or passport that contains your photograph and signature
- Current card issued by a State or Territory for the purpose of proving your age that contains your photograph and signature

OR

- Birth Certificate or extract, Citizenship Certificate issued by the Commonwealth or current Pension card issued by the Department of Human Services AND
- Notice issued by the Commonwealth, State or Territory that shows you are receiving a financial benefit, such as a Centrelink payment notice, or a notice issued by the Australian Taxation Office (ATO) that shows a debt to or refund from the Commonwealth, such as a Tax Assessment Notice (<1 year old) with your name and residential address OR
- Notice issued by a local Government body or utilities provider within the last three months for the provision of services, such as a council rates notice or electricity bill OR
- If you're under 18, a notice issued by a school principal within the last three months which shows the period of time you've attended at the school.

[^] Documents that are not written in English must be accompanied by an English translation prepared by an accredited translator. An accredited translator is any person who is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of Professional Translator or above.

Certifying your identity

Certifying your identity takes just three easy steps:

1. Take a photocopy of the original ID document that identifies you (e.g. your driver's licence)
2. Take both your original ID document and the photocopy to an authorised person who can certify (e.g. your local post office or police station, see 'Who can certify' for a full list)
3. Get the authorised person to stamp or write 'I certify this to be a true copy of the document shown and reported to me as the original', followed by their signature, full name, qualification, registration number (if applicable) and the date.

The example to the right shows how a certified copy of your proof of identity should look.



Who can certify your identity?

- a Justice of the Peace
- a pharmacist, medical practitioner, nurse, dentist, optometrist, chiropractor, physiotherapist, psychologist or veterinary surgeon
- a teacher employed on a full-time basis at a school or tertiary education institution
- a police officer
- a notary public
- a permanent employee of Australia Post with two or more years of continuous service who is employed in an office supplying postal services to the public
- an agent of the Australia Postal Corporation who is in charge of an office supplying postal services to the public
- a bank, building society, credit union or finance company officer with two or more years of continuous service
- an officer with, or authorised representative of, a holder of an AFSL with two or more years of continuous service with one or more licensees
- a permanent employee of the Commonwealth or a Commonwealth authority, a State/Territory or a State/Territory authority or a local government authority, with two or more years of continuous service
- a Member of the Parliament of the Commonwealth, the Parliament of a State/Territory or local government authority of a State/Territory
- an Australian consular or diplomatic officer (within the meaning of the Consular Fees Act 1955)
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants
- a registrar or deputy registrar of a court
- a person enrolled as a legal practitioner on the roll of the Supreme Court of a State/Territory or the High Court of Australia
- a judge or magistrate of a court
- a Chief Executive Officer of a Commonwealth Court.



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Section 9: Proof of identity – change of name

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

The following table contains information about suitable linking documents:

| Purpose | Suitable linking documents |
|-----------------------------------|---|
| Change of name | Marriage certificate, deed poll or change of name certificate from Births, Deaths and Marriages Registration Office |
| Signed on behalf of the applicant | Guardianship papers or Power of Attorney |

Section 10: Domestic politically exposed persons

Domestic politically exposed persons (PEP) are people who occupy a prominent public position or function in a government body or department of a State, Territory or the Commonwealth. It also includes their immediate family members and close associates.

The law requires the Trustee to take steps to determine whether any member of Rest is a domestic politically exposed person. This is because the Trustee has some additional obligations when dealing with politically exposed persons.

Please complete the questionnaire below. The following examples are not an exhaustive list and if you have any questions, please contact us on Live Chat at rest.com.au or call on 1300 300 778.

Do any of the following characteristics apply to you?

- Do you hold a prominent public position or function in government or an organisation such as: the Head of State or government, a government minister, a senior politician, a senior government official, the Governor of the Reserve Bank of Australia, a cabinet member, a senior foreign representative, an ambassador or high commissioner, a diplomat, or a high ranking member of the Australian military such as: General, Admiral or Marshall, or the Board Chair, chief executive or chief financial officer or any other position that has comparable influence in any State enterprise?
- Are you a Judge of a Federal, High or Supreme Court of a State or Territory of Australia?
- Are you a close family member of a PEP being a person who is a spouse, partner, child, sibling, parent or a family member spouse eg sister-in-law or parent-in-law etc?
- Are you a close enterprise or business associate of a PEP being a person who has sole or joint beneficial ownership, control or influence over a legal entity. Close associate also includes a person who has an Acting Authority or is an Authorised Representative for the PEP.

Specific public position, role or rank is:

Country and State, Territory or Region and City/town:

Section 11: Tax File Number (TFN) information

You are not obligated to provide your TFN to your super fund. However, if you do not provide your TFN, your fund may be taxed at the highest marginal rate plus the Medicare levy on contributions made to your account in the year. This additional tax may be deducted from your account. If your super fund does not have your TFN, you will not be able to make personal contributions to your super account.

Under the *Superannuation Industry (Supervision) Act 1993*, your super fund is authorised to collect your TFN, which will only be used for lawful purposes. These include finding or identifying your super benefits where other information is insufficient and calculating tax on superannuation payments. These purposes may change in the future as a result of legislative change. The TFN may be disclosed to another super provider when your benefits are being transferred, unless you request in writing that your TFN is not to be disclosed to any other trustee.

For more information please contact us on 1300 300 778 or the ATO Superannuation helpline on 13 10 20.



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