Benefit payment – Pension Scheme (Division 3)

electricsuper

Use this form to advise what you want done with your benefit

- Resignation (before age 55)
- On Retirement (on or after age 55)
- On retrenchment or when taking a VSP (as any age), or
- Rollover to another fund

Warning about tax
If you are under 60, seek financial advice on the taxation implications about accessing your superannuation.

1. Your details

Title: ☐ Mr ☐ Ms ☐ Mrs ☐ Other _____ Date of birth (dd/mm/yyyy) ____ ____ ____

Given name(s)

Surname

Any other names known by (eg. also known as/a former name/an anglicised name)

Residential address (required)

Suburb/Town State Postcode

Postal address (if different)

Unit number Street number Street name

Suburb/Town State Postcode

Telephone (business hours) Mobile

Email address

Secondary email address

Membership number Occupation

Industry of your occupation:

☐ Electricity supply ☐ Other (please specify) _____

Spouse name (if applicable) Spouse date of birth* (dd/mm/yyyy) ____ ____ ____

*Proof of spouse's identity must also be supplied

2. Other Declarations To be completed by all members

Your residency status

Are you an Australian or New Zealand citizen or Australian permanent resident? ☐ Yes ☐ No

Your work status

Please choose the correct age/work status statement for you:

☐ I am at least 65 years of age

☐ I am at least 60 years of age and have ceased employment since reaching age 60

☐ I have reached age 55 and have become eligible under ElectricSuper Rules to commence my lifetime pension

☐ I am none of these

Tax file number

Complete the ATO's tax file declaration form and lodge it with this form if you need to provide your TFN.

☐ I have already provided my tax file number

Please note: if you do not provide your tax file number on a **new** tax file declaration form and you are claiming an annual pension above $100,000, you will be taxed as not claiming the Tax Free Threshold.

3. Employment Declaration To be completed by all members

This is a declaration by you to allow the Board to determine whether or not you are transferring your employment to another employer who participates in ElectricSuper. If you are taken to have 'transferred' your employment in this way, the ElectricSuper Rules do not allow you to be paid a benefit from ElectricSuper at this time. If the Board determines to pay you a benefit based upon your responses to the questions below, the declaration also operates to release the Board from further claims by you or your dependants. Please refer to the attached guidelines for further information.

1. I have entered into a new employment arrangement with a new employer ☐ Yes ☐ No
2. My new employer participates in the electricity supply industry in South Australia or elsewhere ☐ Yes ☐ No
3. I have been identified as surplus to requirements and have elected to transfer employment to the South Australian Government (including all South Australian Government organisations) If you are unsure how to answer this question, please refer to the attached guidelines or contact ElectricSuper on 1300 307 844 ☐ Yes ☐ No
4. Are there any circumstances that would cause the Board to classify me as having transferred my employment? If you are unsure how to answer this question, please refer to the attached guidelines or contact ElectricSuper on 1300 307 844 ☐ Yes ☐ No
5. I consider that I have retired permanently from the workforce ☐ Yes ☐ No

4. Election for Resignation Benefit (prior to age 55)

Select Option 1, Option 2 or Option 3

Option 1: Cash Plus Rollover

☐ The cash portion of my benefit is to be:

☐ paid directly to me: ☐ $ _____

or

☐ 100% of my benefit

If I'm taking less than 100% of the cash portion of my benefit as a cash payment, the balance of my benefit will be transferred to a Retained accumulation (Division 5) account.

If I take none of the cash portion of my benefit as a cash payment, the entire cash portion of my benefit will be transferred to a Retained accumulation (Division 5) account.

and

The **preserved** portion of my benefit:

will automatically be transferred to a Retained accumulation (Division 5) account. It will be retained in ElectricSuper, or an approved rollover fund, until I reach at least 55 years of age and am eligible under ElectricSuper Rules to commence my lifetime pension.

If you don't make an investment selection for your Retained accumulation (Division 5) account at Section 9, your benefits will be invested in the Balanced Growth option.

Option 2: Preserve your Pension in the Scheme

☐ Preserve your Pension in the Scheme

I elect to retain my benefit in ElectricSuper. I understand that I will not be entitled to any benefit from ElectricSuper, other than on death or invalidity, until I reach at least 55 years of age, and am eligible under ElectricSuper Rules to commence my lifetime pension.

In the event that the benefit which I have elected to retain in ElectricSuper has not been claimed before I reach age 60, I understand the Trustee of ElectricSuper will contact me for payment instructions.

Option 3: Rollover your preserved benefit amount to another complying super fund

☐ Rollover your preserved benefit amount to another complying super fund

Complete section 7 of this form.

5. Election for Retirement Benefit (on or after age 55)

Select Option 1 or Option 2 and complete the Lump Sum section (if applicable)

Option 1: Pension

☐ I elect to receive 100% of my benefit as a pension from ElectricSuper.

If you are under age 60, or taking an untaxed pension at any age, you need to provide your tax file number (see section 2). This is so the correct amount of taxation can be calculated on your payments.

My preference is to receive the pension as a:

☐ pension from taxed source

☐ pension from untaxed source (ie pre-privatised pension)

Whether your pension is paid as a taxed or untaxed pension is at the discretion of the Trustee

Option 2: Full commutation of pension OR part pension/part commutation of pension

☐ I elect to commute **ALL** of my pension to a lump sum

OR

☐ I elect to commute ☐ % of my pension to a lump sum

Please use the following % Rule to commute my benefit

☐ The 30% Rule

☐ The 100% Rule

If you are under age 60, or taking an untaxed pension at any age, you need to provide your tax file number (see Section 2). This is so the correct amount of taxation can be calculated on your payments.

My preference is to receive the remaining portion of my pension as a:

☐ pension from taxed source

☐ pension from untaxed source (ie pre-privatised pension)

Whether your pension is paid as a taxed or untaxed pension is at the discretion of the Trustee.

Lump sum benefits including Voluntary Account

☐ The lump sum portion of my benefit, including commuted amount and additional voluntary contributions is to be:

☐ paid directly to me ☐ $ ☐ or ☐ 100% of my benefit

If I take less than 100% of the lump sum portion of my benefit as a cash payment, the balance of my lump sum benefit will be transferred to a Retained accumulation (Division 5) account.

or

☐ 100% of my balance transferred to the Retained accumulation section (Division 5) of ElectricSuper.
Fill out section 9 to choose your investment option(s) for your Retained accumulation account. If you don't make a choice, your benefits will be invested in the Balanced Growth option.

or

☐ rolled over to another super account. Complete section 7.

6a. Election for Retrenchment/VSP Benefit before 55

Select Option 1, Option 2 or Option 3 and complete the Lump Sum section (if applicable)

Option 1: Pension option

Leave your benefit in Division 3, to take a pension on or after age 55.

☐ I elect to retain my benefit in ElectricSuper

I understand that I will not be entitled to any benefit from ElectricSuper, other than on death or invalidity, until I reach age 55 (or such later age as applicable, taking into account the requirements of any relevant law).

In the event that the benefit which I have elected to retain in ElectricSuper has not been claimed before I reach age 60, I understand the Trustee of ElectricSuper will contact me for payment instructions.

Option 2: Pension Option - immediate non-commutable pension

☐ I elect to receive 100% of my benefit as a pension from ElectricSuper

My preference is to receive the pension as a:

☐ pension from taxed source

☐ pension from untaxed source (ie pre-privatised pension)

Whether your pension is paid as a taxed or untaxed pension is at the discretion of the Trustee

Complete the Tax File Number Declaration form for the purpose of determining how much tax (if any) to take out of your pension payments.

Option 3: Lump Sum Option (instead of pension)

☐ The lump sum portion of my benefit, including commuted amount and additional voluntary contributions is to be:

☐ the cash portion of my benefit is to be paid directly to me: ☐ $ _____ or ☐ 100% of my benefit

and

the preserved portion of my benefit will be automatically transferred to a Retained accumulation (Division 5) account. It will be be retained in ElectricSuper, or an approved rollover fund, until I reach at least 55 years of age and I am eligible under ElectricSuper's Rules to commence my lifetime pension.

Fill out section 9 to choose your investment option(s) for your Retained accumulation account. If you don't make a choice, your benefits will be invested in the Balanced Growth option.

or

☐ 100% of my balance transferred to the Retained accumulation section (Division 5) of ElectricSuper.

Fill out section 9 to choose your investment option(s) for your Retained accumulation account. If you don't make a choice, your benefits will be invested in the Balanced Growth option.

or

☐ rolled over to another super account. Complete section 7.

6b. Election for Retrenchment/VSP Benefit on or after age 55

Select Option 1 or Option 2 and complete the Lump Sum section (if applicable)

Option 1: Full Pension

☐ I elect to receive 100% of my benefit as a pension from ElectricSuper.

If you are under age 60, or taking an untaxed pension (any age), you must complete a Tax File Number Declaration form so we can determine how much tax to take out of your pension payments

My preference is to receive the pension as a:

☐ pension from taxed source

☐ pension from untaxed source (ie pre-privatised pension)

Whether your pension is paid as a taxed or untaxed pension is at the discretion of the Trustee

Option 2: Pension with Part/Full Commutation

☐ I elect to commute **ALL** of my pension to a lump sum

OR

☐ I elect to commute ☐ % of my pension to a lump sum

Please use the following % Rule to commute my benefit

☐ The 30% Rule

☐ The 100% Rule

If you are under age 60, or taking an untaxed pension at any age, you need to provide your tax file number (see Section 2). This is so the correct amount of taxation can be calculated on your payments.

My preference is to receive the remaining portion of my pension as a:

☐ pension from taxed source

☐ pension from untaxed source (ie pre-privatised pension)

Whether your pension is paid as a taxed or untaxed pension is at the discretion of the Trustee.

Option 3: Lump Sum (including the VSP benefit) instead of Pension

☐ I elect the lump sum option instead of pension

My benefit is to be:

☐ paid directly to me ☐ $ ☐ or ☐ 100% of my benefit

or

☐ 100% of my balance transferred to the Retained accumulation section (Division 5) of ElectricSuper.

Fill out section 9 to choose your investment option(s) for your Retained accumulation account. If you don't make a choice, your benefits will be invested in the Balanced Growth option.

If you wish to open a Retirement Income Stream, please also complete the Open an Income Stream account form.

or

☐ rolled over to another super account. Complete section 7.

7. Rollover to another fund

How much do you wish to roll to your other super account?

☐ 100% of my benefit **OR** $ ☐ net of tax

Fund (or policy) name

Fund Australian business number ABN

Fund Unique Superannuation Identifier (USI) number or Electronic Service Address (ESA) for SMSFs only

☐ This fund is a Self Managed Super Fund (SMSF)

Name of financial institution

BSB

Account number

Account name

If rolling your super to a Self Managed Super Fund, you must provide a copy of your SMSF's bank statement and Proof of ID. Complete Section 11 of this form

7. Rollover to another fund (continued)

Approximate account balance: $

Fund postal address

Suburb/Town

State

Postcode

Fund phone number

Member number

Name of the last employer who contributed to this fund

Date ceased employment with that employer (dd/mm/yyyy)

8. Your bank details

If you are requesting a payment in cash or taking a pension or part-pension, you MUST complete this section.

My BSB

My account number

My account name *(an account in your name or a joint account where you are one of the account holders)*

Name of financial institution

Remember! You must provide proof of identity to receive a payment. This could be Electronic ID or Certified ID.
Complete section 11 and see the 'completing proof of identity' section for details of electronic ID or certification and acceptable alternative documents. Failure to provide proof of ID could result in delays to your payment.

9. Investment choice for Division 5 account

Invest my Division 5 account balance:

% from High Growth

% from Balanced Growth

% from Conservative Growth

% from Cash

100 **% Total**

Making a choice
If you are opening (or keeping) a Division 5 account, you can make an investment choice. If you don't make an investment choice, your Division 5 account will be invested in the Balanced Growth option.

10. Beneficiaries for Division 5 account

☐ I wish to transfer the nominated binding beneficiaries from my defined benefit account to my new Division 5 account

Note: if you have not nominated a beneficiary to receive your ElectricSuper benefit, or if you wish to change your existing nomination, you can complete the Binding Death Benefit Nomination form, available on our website.

11. Proof of identity

Choose how you'll provide proof of your identity:

☐ Electronic ID (this is the easiest way) – Write down the details of your ID below, then go to **Step 12**

☐ By post (certified ID) – Go to **Step 12** and provide certified copies of your documents. Refer to the Identification (ID) requirements flyer at the end of this form.

☐ By email (Selfie ID) – Go to **Step 12** and email us your documents. Refer to the Identification (ID) requirements flyer at the end of this form.

Electronic ID

Important: Please complete all fields below so we can complete an electronic ID check. If your personal details in **Step 1** don't match your ID details, we won't be able to verify your identity. This will delay your request as we may ask for additional certified identification. Please give us a call if you need help with this.

Part 1: Medicare details

Full name (including initials – as shown on your Medicare card)

Medicare number

Valid to (mm/yyyy)

Your reference number on this card

Part 2: Either Australian driver's licence or Australian passport – you don't need to supply both

1 Driver's licence number

Full name (including middle name as shown on licence)

State

Expiry date (dd/mm/yyyy)

Driver's licence card number

2 Passport number

Full name (including middle name as shown on passport)

Place of birth (as shown on your passport)

Country of birth (as shown on your passport)

Family name at birth (this isn't shown on your passport)

12. Sign the form

I understand and consent to my information being collected, disclosed and used in the manner set out in ElectricSuper's privacy policy (at www.electricsuper.au/privacypolicy)

The services sought is limited to superannuation entitlements as a fund member.

Signature

(dd/mm/yyyy)

- Gainful employment means that working for gain or reward in any business, trade, profession, calling, occupation or employment),
- Permanent retirement is never being gainfully employed for more than 10 hours a week)

Lodge your form

If no proof of ID documents required:
electricsuper.db@rs.mpms.mufg.com

or

If proof of ID documents are required:
Post to: ElectricSuper
PO Box 126 Parramatta NSW 2124

Your privacy

Refer to www.electricsuper.au/privacypolicy for information on how your provided information is used and how we treat your privacy.

Queries

1300 307 844
www.electricsuper.au

Issued by the Electricity Industry Superannuation Board ABN 42 457 486 237 as trustee of the Electricity Industry Superannuation Scheme ABN 57 923 283 236

Disclaimer: The information relating to ElectricSuper is subject to change from time to time. The ElectricSuper Rules (the 'Rules') are the final authority when any discrepancy arises between the Rules and any other information about the scheme. The Electricity Industry Superannuation Board recommends that you consult a licensed or appropriately authorised financial consultant before taking action regarding your superannuation.

1600.0 11/26 ISS1

electricsuper

Identification (ID) requirements

You'll need to provide proof of identity when you:



Withdraw your super or fully withdraw your income stream or fully commute a Division 3 Pension



Rollover to a self managed super fund (SMSF)



Ask us to search for lost super



Start a retirement income stream or commence a Lifetime Pension



Update your banking details

People signing on your behalf will also need to provide proof of identity.

Three ways you can provide proof of your identity

Option 1.
Electronic ID

This is the easiest way to provide proof of your identity.

Write down the details of your ID on the forms you're sending us. You'll need to have these handy:

1. Medicare card **and**
2. Australian driver's licence or Australian passport

We'll use the details you give us to do an electronic ID check. Please complete all fields on this form. For help locating your driver's licence card number, see page 4.

Option 2.
By email (Selfie ID)

Email us your form and electronic copies (scanned or clear photos) of your ID. Your ID doesn't need to be certified. Send us:

1. A photo of you holding your Australian driver's licence **and** a clear photo of the back of the driver's licence





or a photo of you holding your passport



Take your selfie close-up so we can see the writing on your ID

2. **And** any other documents that may be required – see page 2.

Option 3.
By post or in person (Certified ID)

You'll need to post or give us your form with certified copies of documents:

1. A certified copy of your Australian driver's licence (both sides) or Australian passport **and**
2. Any other documents that may be required – see page 2

See page 3 for how to get your ID certified.

Documents you need to give us

What do you want to do?	Electronic ID	Selfie ID/Certified ID
Withdraw $50,000 or less* includes full withdrawals from an ElectricSuper Income Stream or commutation of Division 3 Pension or **Rollover $50,000 or less* to a SMSF**	As described on page 1 – write your ID details on your form	Australian driver's licence (both sides) **or** Australian passport.
Withdraw more than $50,000* includes full withdrawals from an ElectricSuper Income Stream or commutation of Division 3 Pension **or Rollover more than $50,000* to a SMSF**	As described on page 1 – write your ID details on your form	1. Australian driver's licence (both sides) **or** Australian passport **and** 2. Bank statement (dated within six months) where your payment will be made and 3. One of these: • Phone, electricity, gas or water bill (dated within three months) • Council rate or Australian Taxation Office (ATO) notice (dated within 12 months) • Birth certificate/extract, citizenship certificate or pension card.
Open an ElectricSuper Income Stream or Division 3 Pension **or** **Change your ElectricSuper Income Stream or Division 3 Pension banking details**	As described on page 1 – write your ID details on your form	1. Australian driver's licence (both sides) **or** Australian passport **and** 2. Bank statement (dated within six months) where your payment will be made **and** 3. One of these: • Phone, electricity, gas or water bill (dated within three months) • Council rates or ATO notice (dated within 12 months) • Birth certificate/extract, citizenship certificate or pension card.
Search for lost super	As described on page 1 – write your ID details on your form	1. Australian driver's licence (both sides) **or** Australian passport **and** issued concession card **and** 2. One of these: • Phone, electricity, gas or water bill (dated within three months) • Bank statement (dated within six months) • Council rates or ATO notice (dated within 12 months).
Correct your date of birth	As described on page 1 – write your ID details on your form	Australian driver's licence (both sides) **or** Australian passport **or (certified ID only) birth certificate/extract.**
Change your name	Not available	1. Australian driver's licence (both sides) **or** Australian passport . 2. One of these showing a relationship exists between the two (or more) names: • Marriage certificate • Decree absolute (divorce certificate) • Deed poll or Change of name certificate from the Births, Deaths and Marriage Registration Office. *If the name on your account is incorrect (e.g. spelling mistake or employer error), please provide a certified copy of your driver's licence (both sides) or passport and a hard copy Statutory Declaration.*
To sign on behalf of an ElectricSuper member	To set up a Power of Attorney (POA) or Guardianship and make a request: 1. Provide Guardianship papers **or** Post the certified hard copy of the *Power of Attorney* document (every page) **and** 2. Include the relevant form for your request (e.g. withdrawal form) **and** 3. Write your ID details on the *Proving your identity electronically* form. Once the POA/Guardianship is set up, you can use the *Proving your identity electronically* form to sign on behalf of the member. The member's proof of identity will also be required.	To set up a POA or Guardianship and make a request: 1. Provide Guardianship papers **or** Post the certified hard copy of the Power of Attorney document (every page) **and** 2. Include the relevant form for your request (e.g. withdrawal form) **and** 3. Certified ID as indicated in the table above (depending on the type of request). Once your POA/Guardianship is set up, you can use the Proving your identity electronically form to sign on behalf of the member or be required.

* These limits are before tax has been deducted or any interest adjustments.

Hints, tips and troubleshooting

Your ID and account details must match

If you're changing your name, you'll need to provide documentation to prove the change of name (see table on page 2).

Your ID needs to be current and show your name and residential address

Your documents can't be expired, except for an Australian passport which can be used if it expired within the last two years. All certified ID must be dated within 12 months.

Bank statements must show your current name and address

You might be able to download one from your online banking. If your bank account is new and you haven't received a statement yet, you'll need to provide a letter from your bank that shows your name, address, account details and the bank's stamp.

Don't have a driver's licence or passport?

If you don't have a driver's licence or passport, you must provide **four certified documents** from the below list:

1. Bank statement (dated within six months) **and**
2. Birth certificate or birth extract, pension card or Australian citizenship certificate **and**
3. Letter from Centrelink about a benefit, Council rates or ATO notice (dated within 12 months) **and**
4. Phone, electricity, gas or water bill (dated within three months).

If you can't provide the ID we've asked for, give us a call on 1300 307 844 to discuss alternatives.

How to get your ID certified

Take your original documents and a clear photocopy of both sides to an authorised person (see *Who can certify documents*). If documents are written in a foreign language, you'll need to supply an English translation by an accredited translator.

The authorised person needs to:

1. Write or stamp in English on the photocopies words to the effect of 'This is a true and correct copy of the original'.
2. Write their name, qualification (for example, Justice of the Peace, Police Offer, Pharmacist, etc), address and registration number (if applicable).
3. Sign and date the copy.

Example:



Who can certify documents

You can meet with us in person and we'll certify your documents. Find our details at electricsuper.au/meet-with-us/.

The following authorised people can certify your documents.

- police officer
- permanent employee or agent of Australia Post* with five or more years' continuous service, who is employed in an office supplying postal services to the public
- finance company officer with two or more years' continuous service (with one or more finance companies)
- officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), with two or more years' continuous service (with one or more licensees)
- notary public officer†
- registrar or deputy registrar of a court
- Justice of the Peace†
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- person enrolled as a legal practitioner on a State or Territory Supreme Court, or the High Court of Australia
- Australian consular officer or diplomatic officer†
- Judge, magistrate† or chief executive officer of a Commonwealth court.

The following people can also certify identification – except if you're rolling over your account to a SMSF:

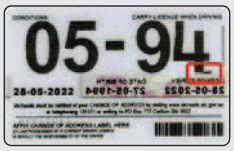
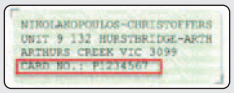
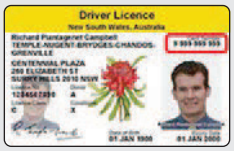
- dentist
- medical practitioner
- optometrist
- pharmacist

* Australia Post may charge to certify ID (contact Australia Post for details).

† These people can certify your ID if you're outside of Australia.

Find your driver's licence card number

Each Australian driver's licence has a unique card number, which is different to your licence number. The location of your driver's licence card number will be different, depending where and when the licence was issued. Check the table below:

Where/when your driver's licence was issued	Location of your card number
Victoria Your licence or learner's permit was issued before November 2022 and you've not reported a data breach.	 Your driver's licence card number is also shown in your VicRoads account – go to vicroads.vic.gov.au to log in.
Victoria Your licence or learner's permit was issued after November 2022, or your licence or learner's permit was re-issued due to a data breach.	 Your driver's licence card number is also shown in your VicRoads account – go to vicroads.vic.gov.au to log in.
Victoria If you've changed your address, this sticker will be on the bottom left at the back of the card and it will show your card number.	
New South Wales	
Northern Territory Your licence was issued before 10 December 2020.	
Northern Territory Your licence was issued from 10 December 2020 onwards.	
Australian Capital Territory (ACT)	
Queensland Your licence was issued before June 2019.	
Queensland Your licence was issued after June 2019.	
South Australia	
Tasmania	
Western Australia	

Please send us your form with your ID

By email: If you're providing Selfie ID. You need to use the email address that's on your ElectricSuper account.

By post or in person: If you're providing certified ID or a hard copy of a POA/Statutory Declaration.

If you need help with proof of identity, call us on the number below, or arrange to meet with us – head to **https://electricsuper.au/meet-with-us/** to find how.

electricsuper.admin@rs.mpms.mufg.com
electricsuper.com.au

1300 307 844
7.30 am to 5.30 pm
(ACST/ACDT)
Monday to Friday

ElectricSuper
PO Box 126
PARRAMATTA NSW 2124

Meet us in person
electricsuper.au/meet-with-us/

Issued by the Electricity Industry Superannuation Board ABN 57 923 283 236 as Trustee of the Electricity Industry Superannuation Scheme. Disclaimer: The information relating to ElectricSuper is subject to change from time to time. The ElectricSuper Rules (the 'Rules') are the final authority when any discrepancy arises between the Rules and any other information about the scheme. The Electricity Industry Superannuation Board recommends that you consult a licensed or appropriately authorised financial consultant before taking action regarding your superannuation.

1602.4 11/26 ISS1