



BT Super Request to transfer whole or partial balance of superannuation benefits to your self managed super fund (SMSF)

BT Customer Relations ☎ 132 135 ✉ customer.relations@btfinancialgroup.com

BT Funds Management Limited ABN 63 002 916 458 AFSL 233724 RSE L0001090 is the Trustee of BT Super ABN 39 827 542 991 RSE R100132.

By completing this form, you will request the transfer of the whole or partial balance of your super benefits to your self-managed super fund (SMSF).

The information collected on this form is governed by the BT Privacy Policy which is available online at bt.com.au

You can only use this form to transfer your super benefits to an SMSF. For transfers to funds other than an SMSF, you must use the *Request form for transfer of whole of balance of superannuation benefits between funds* (NAT 71223).

This form will **not** change the fund to which your employer pays your contributions – the *Standard choice form* must be used by you to change funds.

DID YOU KNOW?

BT now offers an SMSF solution through BT Panorama. For more information, please visit btpanorama.com.au/solutions/smsf or call 1300 784 207.

BEFORE COMPLETING THIS FORM

- Read the important information below.

WHEN COMPLETING THIS FORM

- Refer to these instructions where a question shows a message like this:
- Print clearly in **BLOCK LETTERS**.

AFTER COMPLETING THIS FORM

- Sign the authorisation.
- Attach the appropriately BT Customer Identification and Verification Form/s.
- Review the checklist below.
- Send this form to BT Super.

mail BT Super
GPO Box 3958
Sydney NSW 2001

IMPORTANT INFORMATION

A whole transfer will close your account (if you would like to keep your BT Super account open please leave a minimum balance of \$100).

This form can **not** be used to:

- transfer benefits if you don't know where your super is
- transfer benefits from multiple funds on this one form
 - a separate form must be completed for each fund you wish to transfer super from
- change the fund to which your employer pays contributions on your behalf
- open a super account
- transfer benefits under certain conditions or circumstances
 - for example, if there is a super agreement under the *Family Law Act 1975* in place

CHECKLIST

- Have you read the important information?
- Have you considered where your future employer contributions will be paid?
- Have you completed all of the mandatory fields on the form?
- Have you signed and dated the form?
- Have you attached the BT Customer Identification and Verification Form as well as any certified documentation including any linking documents if applicable?

- If you've made any personal contributions to BT Super and wish to make a personal tax deduction on those funds, you can obtain a 'Personal Tax Deduction' form for your product from bt.com.au and attach it to this form. You will not be able to make a personal tax deduction on those funds once you have rolled out of BT Super.

WHAT HAPPENS TO MY FUTURE EMPLOYER CONTRIBUTIONS?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions, and may close your BT Super account.

If you wish to change the fund into which your employer contributions are being paid, you will need to speak to your employer about super choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit bt.com.au or call us on 132 135.



DU NEED TO CONSIDER WHEN TRANSFERRING YOUR NUATION

When you transfer your super, your entitlements under that fund may cease – you need to consider all relevant information before you make a decision to transfer your super. If you ask for information, your super provider must give it to you.

Some of the points you may consider are:

- **Fees** – we will provide you with information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact us for further information before completing this form. The fees could include administration fees, and exit or withdrawal fees.
- **Death and disability benefits** – your BT Super fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have – other funds may not offer insurance, or may require you to pass a medical examination before they cover you. When considering a new fund, you may wish to check the costs and amount of any cover offered.

WHAT HAPPENS IF I DO NOT QUOTE MY TAX FILE NUMBER (TFN)?

You are not required 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 tax rate, plus the Medicare levy, on contributions made to your account in the year, compared to the concessional tax rate of 15%. Your fund may deduct this additional tax 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. Choosing to quote your TFN will also make it easier to keep track of your super in the future.

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 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.

TRANSFERRING TO YOUR SELF-MANAGED SUPER FUND

You must use this form to transfer your benefits to your own SMSF.

You should be aware that SMSFs are subject to the same rules and restrictions as other funds regarding when benefits are to be paid out. In particular, super benefits in a SMSF are required to be 'preserved', meaning they are not generally able to be accessed until you are over age 55 **and** retired.

The trustee of your BT Super fund may be able to request further information from you about your status as a member, a trustee or a director of a corporate trustee of your SMSF. Penalties may apply for providing false or misleading information.

COMPLETING PROOF OF IDENTITY

You will need to provide a completed BT Customer Identification and Verification Form with this transfer request to prove you are the person to whom the super entitlements belong.

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.

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 the Births, Deaths and Marriages Registration Office
Signed on behalf of the applicant	Guardianship papers or Power of Attorney



CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of **original** proof of identification documents (including the following people can certify your identification documents, for a complete list of people who can certify your identification documents please refer to our website www.bt.com.au/personal/help/how-to-certify-id.html)

Note:

- Customers can use certifiers in categories 1 to 17 where the certifier is an officer who holds these positions within Australia; or
 - Where the certifier does not meet the above criteria, ONLY certifiers in category 11, 12 or 13 may be used.
1. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
 2. A judge of a court
 3. A magistrate
 4. A chief executive officer of a Commonwealth court
 5. A registrar or deputy registrar of a court
 6. A Justice of the Peace
 7. A notary public
 8. A Police Officer
 9. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 10. A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
 11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
 12. A bank or building society officer with 2 or more years continuous years of service (includes acceptable international bank)
 13. A finance company officer with 2 or more continuous years of service (includes acceptable international bank)
 14. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees
 15. A member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants.
 16. A Commissioner for Declarations
 17. A Commissioner for Affidavits

WHERE DO I SEND THE FORM?

You can send your completed and signed form with your certified proof of identity documents to your BT Super.



mail BT Super
GPO Box 3958
Sydney NSW 2001



DEC|X|BT50404

This page is left blank intentionally.



Request to transfer whole or partial balance of superannuation benefits to your self managed super fund (SMSF)

COMPLETING THIS FORM

- Read the important information
- Refer to instructions where indicated with a
- If you do not complete all of the mandatory fields, there may be a delay in processing your request

All fields are mandatory unless otherwise stated.

PERSONAL DETAILS

Title

Mr Mrs Miss Ms Other

Surname

Given name(s)

Other/previous names

Date of birth (dd/mm/yyyy)

Tax file number (TFN)

Under the *Superannuation Industry (Supervision) Act 1993*, you are not obliged to disclose your tax file number, but there may be tax consequences.

See 'What happens if I do not quote my tax file number?'

Sex Male Female

Contact phone number

RESIDENTIAL ADDRESS

Address

Suburb

State/
Territory

Postcode

PREVIOUS ADDRESS

If you know the address held by BT Super is different to your current residential address, give details below.

Address

Suburb

State/
Territory

Postcode

AFTER COMPLETING THIS FORM

- Sign the authorisation
- Send form and certified proof of identity documents to BT Super.

mail BT Super
GPO Box 3958
Sydney NSW 2001

ROLLOVER DETAILS

You can elect to rollover the whole, or part of the funds in your **FROM** fund to your SMSF.

I would like to complete a rollover of:

- my whole balance. **Please skip ahead to the 'FUND DETAILS' section.**
- part of my balance. **Please indicate the amount of the rollover and preferred preservation components below.**

\$

If you'd like to choose how much to withdraw from certain investment options, please specify the details on a cover letter and send in with this form. Also, you can specify which preservation components to make the partial withdrawal from below. If you do not specify these details, the rollover amount will be pro-rated across your investment options/preservation components.

Please advise us of the preservation components from which your withdrawal is to come:

Unrestricted non-preserved amount	\$
Restricted non-preserved amount	\$
Preserved amount	\$

FUND DETAILS

FROM (Your BT Super fund)

Fund name

Fund phone number

132 135

Member number

Australian business number (ABN)

39 827 542 991

Unique superannuation identifier

BTA0287AU

If you have multiple member numbers with this fund, you must complete a separate form for each account you wish to transfer.



TO (Receiving fund)

SMSF name

Fund phone number including area codes

Australian business number (ABN)

! For your security, we are only able to rollover your fund electronically if it is held with Westpac and we are able to verify the details.

Is your SMSF with Westpac or BT?

- Yes.** Go to the 'SMSF bank details' section below and complete the information. Once verified, we will rollover your funds electronically.
- No.** You are not required to fill in the 'SMSF bank details' section below, for your security we will issue a cheque in the SMSF name to the registered address of the SMSF (which your SMSF ABN is attached to).

SMSF bank details

Account name

BSB

Account number

! Your residential address may be different to the registered address of your SMSF. To check the registered address of the SMSF, you can visit superfundlookup.gov.au and search with your SMSF ABN, or SMSF name.

PROOF OF IDENTITY

➔ See 'Completing proof of identity'

- I have attached a completed BT Customer Identification and Verification Form

AUTHORISATION

By signing this request form I am making the following statements:

- I declare I have fully read this form and the information completed is true and correct.
- I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and have obtained or do not require such information.
- I confirm that I am a member, trustee or director of a corporate trustee of the SMSF.
- I discharge the superannuation provider of my **FROM** fund of all further liability in respect of the benefits paid and transferred to my **TO** fund.

- I request and consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer.

Name (Print in BLOCK LETTERS)

Signature

Date (dd/mm/yyyy)

