

# How to transfer to another super fund

## Are you ...

wanting to restart an existing *Income account*? You will need to use the *Restart my Income account form*.

## Did you know ...

Sunsuper offers award winning retirement products to help take the worry and work out of funding your retirement lifestyle.

Just complete an *Income account request form* to start receiving regular payments from your *Income account*.

## Need some financial advice?

Speak to your adviser or contact Sunsuper's qualified financial advisers<sup>^</sup>. They can give you simple advice over the phone about your Sunsuper account to help you get your retirement lifestyle sorted.

For a copy of the right forms just visit [sunsuper.com.au/forms](https://www.sunsuper.com.au/forms) and follow the links.

Alternatively, give us a call on **13 11 84** and we'll help you get your *Income account* sorted.

### STEP 1 Read the important information overleaf

We've added a handy checklist to page 2 and important information you need to read before you send us your forms.

### STEP 2 Complete the attached form

The following describes important things to remember when completing each section of the form:

#### 1 Personal details

Ensure you include your residential address. **Legislation states we may not be able to process your claim without this.** (Please note a PO Box is not a residential address.)

#### 2 Employment details

Ensure you confirm when your last employer contributions will be/was made to Sunsuper.

#### 3 Claiming a tax deduction

Carefully consider if you want to claim a tax deduction on contributions you've made to your account first. **Please note** to claim a tax deduction for years prior to 2017–18 you must have been self-employed. Visit [ato.gov.au](http://ato.gov.au) for more information.

#### 4 Amount to transfer

The amount you request here cannot be more than the amount approved by DHS. Refer to [www.ato.gov.au](http://www.ato.gov.au) for information on tax implications.

#### 5 Transfer details

If transferring to another fund, make sure the *Other fund details* are correct to avoid any possible delays.

#### 6 Confirming your identity (only relevant to rollouts to SMSFs)

You can use this section to give your consent to Sunsuper to use Equifax to verify your identity electronically when your identification documents may not be sufficient for us to process your request.

#### 7 Checklist & Authorisation and declaration

Use the checklist to double check everything is complete. Then read the statements and sign.

We can accept scanned forms, however any certified Proof of identity and supporting documents you need to provide must be mailed to Reply Paid 2924 Brisbane QLD 4001.

If you have provided certified Proof of identity previously, and your details have not changed, these won't need to be resupplied unless they are older than 12 months.

<sup>^</sup>Sunsuper's qualified financial advisers can give you simple advice about your Sunsuper account at no additional cost, quickly over the phone. More detailed advice, including that provided as part of the Suntracker program, may incur a fee. Sunsuper employees provide advice as representatives of Sunsuper Financial Services Pty Ltd (ABN 50 087 154 818 AFSL No. 227867) (SFS), wholly owned by the Sunsuper Superannuation Fund.

Sunsuper has established a panel of accredited external financial advisers who are not employees of Sunsuper. For more comprehensive advice, we may refer you to an accredited external financial adviser. Advice of this nature may incur a fee. Sunsuper is not responsible for the advice provided by these advisers and does not receive or pay any referral fees. These advisers will explain to you how their advice fees are determined.

Sunsuper Pty Ltd ABN 88 010 720 840, AFSL No. 228975, is the Trustee and issuer of the Sunsuper Superannuation Fund ABN 98 503 137 921, USI 98 503 137 921 001. This communication contains general information only. Any advice does not take into account your personal objectives, financial situation or needs. You should consider the appropriateness of any advice having regard to your personal objectives, financial situation and needs before acting on that advice. A copy of the *Product Disclosure Statement (PDS)* can be obtained by calling **13 11 84**. You should consider the *PDS* in deciding whether to acquire, or to continue to hold, the product.

## Important information

Before you can apply you will need the following supporting documents:

- Have you changed your name?**  
If you've changed your name and you have not previously let us know of your name change, you'll need to provide a certified copy of your *Marriage certificate* or *Change of name certificate* (must be obtained from the Births, Deaths and Marriages Registration office or relevant Government source from the issuing country), *Deed Poll*, *Decree Nisi*, *Decree Absolute (Divorce Certificate)*, *Divorce Order* or other document satisfactory to us (linking document).
- Do you intend to claim a tax deduction?**  
If you intend to claim a tax deduction, you can let us know by completing the online form in Member Online. **Please note:** to claim a tax deduction for years prior to 2017–18 you must have been self-employed. Visit [ato.gov.au](http://ato.gov.au) for more information.



### Will I need to provide further documents?

The details you provide (including your TFN) will be matched with the ATO's SuperTICK service. If we're unable to match your details, or you are transferring to a self-managed super fund, you'll be asked to provide a certified proof of identity document to verify your identity.

### What is an acceptable identification document?

To verify your identity please attach a certified copy of:

- A. Your current driver's licence, current passport or current national identity card that contains your photo, name and **EITHER** residential address **OR** date of birth (please copy and certify both front and back sections if relevant), **OR**
- B. Your birth certificate, Australian birth extract, Citizenship certificate, or current Department of Human Services pension or health care card **AND** a current rates, electricity or gas notice (no more than three months old) or assessment from the Australian Taxation Office (no more than 12 months old) or a financial benefits notice from the Commonwealth, a state or a territory (no more than 12 months old) showing your name and current residential address.

### What do we mean by certified?

We understand you'll want to provide us with copies of your ID documents, rather than the originals. That's fine, but you must have them 'certified' within the last 12 months. This means the certifier must:

1. Sight the original and the copy to make sure both documents are identical, and
2. Write or stamp 'certified true copy of original document' on each page, and
3. Sign and print their name, qualification (e.g. Justice of the Peace, Australia Post employee), and the date on each page of the document.

### How your proof of identity document should look. (See example above right.)

- a) Copy of the document that identifies you
- b) 'Certified true copy' written or stamped and signature of authorised person
- c) Authorised person's stamp and registration number (if applicable)
- d) Name, qualification and phone number of authorised person
- e) Date of authorisation

### Who can certify?

- Justice of the Peace (including Commissioner for Declarations),
- Police Officer,
- One of the following with two or more years of continuous service:
  - a) Australia Post permanent employee
  - b) Financial Institution Officer e.g. bank employee
  - c) Australian Financial Services Licensee, authorised representative or officer.

For a full list of who can certify, including overseas certifiers, please visit [sunsuper.com.au/id](http://sunsuper.com.au/id)

### Important notes on identification:

- We reserve the right to request additional information to verify your identity before paying your claim.
- We can't accept documents which have expired. If an expired document is received, we'll not be able to process your claim until suitable identification has been provided.
- If you're providing a document that is not in English, you'll also need to provide an English translation prepared by an accredited translator. For further information on this, please call us on **13 11 84**.
- If signing on behalf of the member, certified copies of Guardianship papers or proof of Power of Attorney are required.

**Note:** You can also give your consent to Sunsuper to use Equifax to verify your identity electronically when your identification documents may not be sufficient for us to process your request.

### Transferring to a self-managed super fund (SMSF)?\*

Under superannuation legislation, we can only transfer balances to a SMSF if you (or your company) are a member, trustee or director of a corporate trustee of the SMSF. You'll also need to provide proof of identity documents detailed on this page.

We'll check with the ATO that the SMSF is complying. If we're unable to, we'll let you know. We'll verify with the ATO that:

**A. The SMSF is complying.** Please provide the SMSF's ABN (CAN, TFN or Fund name only won't verify complying status).

#### AND:

**B. You are a member, trustee or director of a corporate trustee of the SMSF.** We'll verify this on the ATO Business Portal. To help us, you'll need to ensure you're listed as a Trustee of the SMSF

on the ATO Business Portal.

You can contact the ATO to confirm your Trustee status is listed on the ATO Business Portal. If you're not listed, you'll need to update them regarding the membership details of your SMSF.

If you're a director of the corporate trustee your details are register with ASIC not with the ATO. You'll need to contact the ATO and update your fund details so we can confirm you're a trustee of your SMSF.

For more information on how to update your status you can call the ATO on 13 10 20 between 8am and 6pm, Monday to Friday or visit [ato.gov.au](http://ato.gov.au).

### Do you have insurance cover with your account?

It's important to check if you have insurance cover with your Sunsuper account before you complete this form.

If you do, and want to maintain your insurance cover in your Sunsuper account, you'll need to ensure there is enough money to pay for any future insurance premiums and you will need to make at least one eligible contribution every 12 months or advise us in writing via [sunsuper.com.au/keepmyinsurance](http://sunsuper.com.au/keepmyinsurance) that you wish to retain your insurance cover.

Refer to the *Product Disclosure Statement (PDS)* for more information about when insurance cover stops.

### Providing your tax file number (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. The trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the trustee of your superannuation fund in writing that your TFN not be disclosed to any other superannuation provider.

It is not an offence not to quote your TFN. However giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- your superannuation fund will be able to accept all types of contributions to your account/s,
- the tax on contributions to your superannuation account/s 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.

\*Please note that we reserve the right to request additional information before processing any transfers to SMSFs. We may also contact you by telephone to confirm the details of this transfer request. Our information requirements for these payments reflect the unique regulations and risks pertaining to SMSFs as well as the Sunsuper Trustee's obligation to ensure that transfers to these funds are compliant.

**Warning – illegal early release schemes** Superannuation scams or early release schemes which offer to give you early access to your superannuation, often through a self-managed super fund and/or for a fee, are illegal. You cannot legally have access to the 'preserved' part of your super until you reach your 'preservation' age (ranging from 55 to 60 years of age, depending on when you were born) or meet a condition of release, such as compassionate grounds. If you do access your super early for an illegal reason, you may be subject to legal action and heavy penalties (including tax). If you receive one of these offers or want independent advice, please contact us or the Australian Taxation Office and report that you have been approached by an early release scheme.

Refer to the **Proof of identity requirements** available at [sunsuper.com.au/id](http://sunsuper.com.au/id) for further details.

Please keep these important information pages for your records.

# Transfer to another super fund



☎ 13 11 84 📧 [sunsuper.com.au](https://www.sunsuper.com.au)  
Reply Paid 2924 Brisbane Qld 4001

**Important:** This form is only to be used to either transfer money from a Sunsuper account into another super fund, or if you wish transfer money from one Sunsuper account into another Sunsuper account in your name. If you wish to restart your *Income account*, complete the online form in *Member Online* or visit [sunsuper.com.au/restart](https://www.sunsuper.com.au/restart) for more information. If you receive any payments from Centrelink or the Department of Veteran's Affairs (DVA), you should contact Centrelink, DVA or seek advice from a financial adviser before making any changes to your Income account(s). Please make sure you've answered all questions. If all questions are not answered, your application may be delayed as the form may be returned. Use **BLOCK** letters and dark ink when completing this form and ensure it's signed and dated. \*DENOTES MANDATORY FIELD.

Member number

## 1 Personal details

Title	First name*	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last name*	Date of birth (DD/MM/YYYY)*	Gender*
<input type="text"/>	<input type="text"/>	<input type="radio"/> M <input type="radio"/> F

Street Address / PO Box\*

Suburb/Town*	State*	Postcode*	Home phone number	Daytime phone number#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal email address	Mobile phone number
<input type="text"/>	<input type="text"/>

**Note:** Unless you have elected to receive printed information, Sunsuper will confirm this change electronically if we can. We'll email or SMS you if you have information to view in *Member Online*. If you would prefer information is posted to you in the future, change your preferences in *Member Online* or call us on 13 11 84.

Residential street address (if the same as above leave blank)*	Suburb/Town*	State*	Postcode*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other/previous names	<b>Note: If you have changed your name, you'll need to provide a certified copy of a linking document. Please read the important notes on identification.</b>
<input type="text"/>	

### Tax file number (TFN) details

If you're not sure if we have your TFN you can add it below. You don't have to provide your TFN, however if we don't have your TFN, you may pay more tax than you need to. Before you supply your TFN, please read the TFN section on page 2 of the *How to make a claim* pages. If we do have your TFN you don't need to provide it again.

#### My TFN

Turn to page 2 to learn how you can avoid paying extra tax by providing your TFN. If you don't provide your TFN, the other fund may request further documentation to verify your identity.

I wish to transfer my: (tick all that apply)

<input type="checkbox"/>	Super-savings account	<input type="checkbox"/>	Corporate Super-savings	<input type="checkbox"/>	Business Super-savings	<input type="checkbox"/>	Income account
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## 2 Employment details

Please provide the name of your last employer\*

Are you still working for this employer?\*

<input type="radio"/> NO	If No, what date did you finish?* (DD/MM/YYYY)	<input type="text"/>
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**Don't forget — in most cases you don't need to leave Sunsuper when you leave your employer.**

<input type="radio"/> YES	My employer payments will still be made to Sunsuper	OR	<input type="radio"/>	I've chosen another fund for my future employer payments
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**Note: You need to advise your employer of the details of your new choice of fund.**

➔ Please continue over page

### 3 Claiming a tax deduction

Do you intend to claim a tax deduction?

NO If No, go to Section 4

YES If Yes, and you intend to claim a tax deduction for contributions you paid to Sunsuper, you will need to let us know using the online form in *Member Online* before submitting this form or complete a *Notice of intent to claim a tax deduction* form from [ato.gov.au](http://ato.gov.au) to submit with this withdrawal request. Please also indicate the relevant financial year here:

Relevant Financial Year (YYYY/YYYY)

**Please note:** If you intend to claim a tax deduction for voluntary after-tax contributions paid to your Sunsuper account, it's important you let us know **BEFORE** we make your payment. 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, you can let us know by completing the online form in *Member Online* or send us a completed Notice of intent to claim a tax deduction form from [ato.gov.au](http://ato.gov.au). To claim a tax deduction for years prior to 2017-18 you must have been self-employed. Visit [ato.gov.au](http://ato.gov.au) for more information.

### 4 Amount to transfer

Are you withdrawing all or just part of your money?

Total lump sum (I'd like to withdraw my total account balance). You should be aware of the effect this may have on your insurance cover (if any).

Partial (I'd like to withdraw part of my account balance).

**Note: If you select Partial we will not process a partial rollover request that will result in a balance of less than \$6,000 remaining in your account at the time of processing.**

If you also want to maintain your insurance cover in your Sunsuper account, you'll need to ensure there is enough money to pay for any future insurance premiums and you will need to make at least one eligible contribution every 12 months or advise us in writing via [sunsuper.com.au/keepmyinsurance](http://sunsuper.com.au/keepmyinsurance) that you wish to retain your insurance cover.

Please pay me the amount of  \$ before tax (gross)

OR

Please pay me a percentage of  %

OR

Please leave in my account the amount of  \$ We will pay you your entire balance less this amount.

If you nominate a percentage, it's important to understand that your balance changes daily due to unit pricing. As a result, the amount you receive may not be the amount you're expecting.

#### Important

Your account balance is calculated by multiplying the number of units you have in each investment option by the unit price for each option. As the prices are calculated on a daily basis, the amount withdrawn from your Sunsuper account may be different to previously supplied balance estimates.

### 5 Transfer details Your account will be transferred to the account details below

Please complete section A if transferring to another super fund, OR section B if transferring one Sunsuper account into another Sunsuper account.

**A** Other fund details – your money will be transferred to this account.

Name of other fund\*

Unique Superannuation Identifier\* (this is not required for SMSF's)

Membership or account number in other fund\*

Fund phone number

Other fund ABN

Is this a self-managed super fund?  NO  YES

#### Important

If Yes, we'll need to confirm with the ATO that the self-managed super fund is complying and you're a member, trustee or director of a corporate trustee of the SMSF. To help us verify this, refer to the section *Transferring to a self-managed super fund?* on the *How to transfer* pages provided with this form, including certified proof of identity requirements. We'll only send your transfer amount to your personal mailing address we have for you.

**OR B** Transfer money from one Sunsuper account into another Sunsuper account in your name.

Transfer FROM account:  Super-savings  Corporate Super-savings  Business Super-savings  Income account<sup>^</sup>

Transfer TO account:  Super-savings  Corporate Super-savings  Business Super-savings

**Important:** For *Super-savings*, *Corporate Super-savings* and *Business Super-savings* accounts, you'll need to ensure there is enough money to pay for any future insurance premiums and you will need to make at least one eligible contribution every 12 months or advise us in writing via [sunsuper.com.au/keepmyinsurance](http://sunsuper.com.au/keepmyinsurance) that you wish to retain your insurance cover.

<sup>^</sup>If you are transferring from an Income account:

- This payment type doesn't count toward your minimum annual income payment limit.
- Before a lump sum payment can be made, Sunsuper is required to calculate and pay into your nominated account, any unpaid minimum income payments to date.
- Your Deductible Amount for social security and tax purposes may change.
- If you are wanting to restart an existing Income account, complete the online form in *Member Online* or visit [sunsuper.com.au/restart](http://sunsuper.com.au/restart) for more information.

➔ Please continue over page

## 6 Confirming your identity (only relevant to rollouts to SMSFs)

Before you're able to withdraw money from your super account, by law, Sunsuper needs to verify your identity. This is why we request that you provide us with a certified copy of your driver's license or passport. In some cases, identification documents may not be sufficient for us to process your request, for example, if they have not been correctly certified. This can result in delays in processing your payment while we contact you for further information.

With your consent, Sunsuper can use Equifax IDMatrix to verify your identity electronically. This program uses data held in places such as the Electoral roll, White pages, Department of Transport, the Passport Office, and Equifax credit information files to verify your details.

As part of the electronic verification process, your document details (for example, your driver's licence number) will be submitted to the Australian Government's Document Verification Service (DVS). The DVS is a national online system that allows organisations to compare a customer's identification with a government record. More information about the DVS is available on their website [www.dvs.gov.au](http://www.dvs.gov.au)

By checking this box, I consent to my identity being verified electronically. I acknowledge that the document details I provide as evidence of my identity will be checked with the relevant body. This includes consent for the personal information you have provided, such as name, date of birth and residential address, to be verified against personal information contained in your credit information file. Note that Sunsuper will not access your credit related information such as credit card and loan applications.

If you don't want us to be able to verify your identity electronically if required, that's fine too. Make sure you read the information at [sunsuper.com.au/id](http://sunsuper.com.au/id) for acceptable identification documents and certification requirements.

## 7 Checklist

We'll process your withdrawal as soon as we can. However, it's important to make sure you give us all of the information and documents we need to do this.

**If transferring to a SMSF, have you attached certified proof of identity documents and read the *Transferring to a self-managed super fund?* section on page 2?**

**Have you read the *How to transfer* pages of this form?**

**Do you intend to claim a tax deduction?**  
If you intend to claim a tax deduction, have you attached a completed tax deduction form, or completed the online form in *Member Online*?

**Have you complete all of the mandatory fields and signed and dated this form below?**

**Have you changed your name?**  
If you've not previously let us know of your name change, you'll need to provide a certified copy of a name change document. See page 2 for more information.

## 8 Authorisation and declaration Sign this application form and return to Sunsuper

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.
- Where the full balance of my account is paid from Sunsuper, I hereby release Sunsuper from any further liability to me or my executors, administrators or dependants in respect of my participation in the Fund and request and authorise the termination of my membership in the Fund. I understand that by doing this my insurance cover (if any) will end.
- I have considered the fees and charges, effect on insurance cover and the implication to my benefit entitlement prior to transferring my benefits. I've informed Sunsuper before this transfer of any intent to claim a tax deduction

for my contributions. I do not require further information and authorise the transfer to proceed.

- 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.
- I consent to my TFN being disclosed for the purpose of consolidating my account.

### Self Managed Super Fund (SMSF)

- I confirm that I am a member, trustee or director of a corporate trustee of the SMSF.

**Member to sign here\***



**Full name (print in BLOCK letters)\***

**Date (DD/MM/YYYY)\***

We aim to process all payments within 7–10 working days of receiving all the required information. In busy periods this may take longer.

**Please return the form to Sunsuper  
Reply Paid 2924 Brisbane Qld 4001**

We are committed to respecting the privacy of personal information you give us. If you would like a copy of Sunsuper's Privacy Policy, visit [sunsuper.com.au/privacy](http://sunsuper.com.au/privacy) or call **13 11 84**.

Sunsuper Pty Ltd ABN 88 010 720 840 AFSL No. 228975 Trustee of the Sunsuper Superannuation Fund ABN 98 503 137 921 MySuper Authorisation 98 503 137 921 996