

Retirement Scheme and Defined Benefit Scheme

Family Law: Instructions for Payment of Entitlement

About this form

This form should be completed by the non-member spouse following the split of the superannuation benefit of a member of the Retirement Scheme or Defined Benefit Scheme as per instructions received by the Trustee of EISS Super in a court order or agreement.

It is important that you provide all of the information requested on this form to ensure prompt payment of your entitlement. Appropriate proof of identity (as detailed on this form) **MUST** accompany these payment instructions.

The completed form must be received by the Trustee within 28 days of the date specified in the attached letter.

If you don't provide the required information, or fail to provide it, your benefit will be transferred to an EISS Super account after 28 days and invested in the MySuper default investment option.

We're here to help

If you need assistance completing this form, you can call us on 1300 369 901, Monday to Friday from 8am to 8pm (AEST).

Please complete all sections of this form as applicable, sign at Step 7, and return the completed form by either; uploading it into your online account or posting it to: EISS Super GPO Box 7039, Sydney, NSW 2001.

Step 1. Your personal details

The information in Step 1 of this form is required under Regulation 72 of the Family Law (Superannuation) Regulations 2001.

Mr / Mrs / Ms / Miss / Other

Date of birth / /

Given name(s)

Surname

Residential address (must be advised)

Suburb

State

Postcode

Postal address (if different to the above)

Suburb

State

Postcode

Telephone

Mobile

Email

Do you have an existing membership in the fund? Yes No

Member Number

Step 2. Spouse member details

Name of your spouse

Spouse's Member Number

Step 3. Payment instructions

Complete this section to advise us how you would like your entitlement paid.

Option 1: Transfer my entitlement to my EISS Super account

My EISS Super Account Number is

If you don't have an active EISS Super account you will need to join via eisuper.com.au/join before you can transfer your entitlement under this option. Call us on 1300 369 901 for further assistance.

If you wish to take some of your entitlement as a cash payment (if you are eligible) and transfer the remainder to your EISS Super account, also complete Option 2 below.

Option 2: Receive a cash payment via EFT

If you are eligible for a cash payment, please select one of the following declarations to allow your benefit to be paid to you:

- I have not reached my preservation age, but a portion of my super is unrestricted non-preserved;
- I am of preservation age, have ceased employment, and intend to permanently retire from the workforce;
- I am at least 60 years of age, and I have ceased employment since attaining age 60;
- I am 65 years of age or older.

Select your cash payment amount (select an option ✓)

- Maximum cash amount available
- The amount of \$ **after tax** (must be less than maximum)

If you request for only a portion of your entitlement to be paid to you as a cash payment, you will need to transfer the remainder of your entitlement under Option 1 or 3.

Banking Details

Name of financial institution

BSB

Account Number

Account name

Note: The account nominated above must be in your name and must be an account for which you can sign to withdraw, either solely, or with another person.

Option 3: Rollover to another fund

Select your payment amount (select an option ✓)

- Maximum amount available
- Total remaining after cash payment
- The amount of \$ (insert amount to be transferred)

If you wish to transfer your entitlement to more than one fund, copy this page of the form and complete it for each fund, inputting the amount to be transferred to each fund and the fund details.

Note: Unless you instruct us otherwise, your payment will be allocated from any unrestricted non-preserved amount first, then from any restricted non-preserved amount, followed by your preserved amount. If you are transferring your entitlement to more than one fund, this order will apply to the first rollover you include in this form, followed by the remaining funds in the order you nominate (or order of your paperwork as it is received by the fund).

Step 3. Payment instructions (continued)

Provide details of the fund you are transferring to:

Name of fund

Fund Australian Business Number (ABN)

Unique Superannuation Identifier (USI)

Membership or Policy Number

A rollover to another fund cannot occur without the ABN and USI or Membership/Policy Number of the fund you're transferring to. If your rollover fund does not have an ABN you will need to contact the fund directly to request evidence of their complying status, such as their notice of compliance.

If exempt from an ABN, tick the reason for exemption:

Exempt Public Sector Super Scheme

Retirement Savings Account

Rollovers to a Self-Managed Super Fund (SMSF)

We need you to provide the following additional information if you are transferring your super to a SMSF. Failure to provide this information may result in your benefit being delayed or rejected.

Fund address

Suburb

State

Postcode

Note: For a rollover to a registered Self-Managed Super Fund (SMSF), payment will only be sent to the address registered with the ATO.

SMSF Banking Details

Name of financial institution

BSB

Account Number

Account name

You must provide a copy of the SMSF bank account, showing the bank account name and address match the SMSF.

We cannot accept personal banking statements.

A copy of the SMSF's bank account statement is attached.

Step 4. Provide residency status

Are you an Australian or New Zealand citizen or an Australian Permanent Resident? Yes No

Note: The ability to pay as cash (and the rate of any applicable tax) may depend upon your residency or citizenship status. If your payment request is affected by your residency / citizenship status, you'll be advised accordingly. Failure to respond to the above question may result in delays in the processing of your payment(s).

Step 5. Providing your Tax File Number (TFN)

There may be tax implications if you haven't yet provided, or choose not to provide, your TFN. Whilst it is not compulsory to provide your TFN, not doing so could cost you in the following ways:

- you may have paid more tax than necessary on super contributions made for you by your employer (including SG, salary sacrifice and other contributions) in this financial year. This additional tax can be reversed if you provide your TFN to EISS Super before the end of the financial year, or your earlier payment from EISS Super. Although you may be able to claim back this additional tax if you later provide your TFN, time limits and other rules may apply, which may affect the size of any refund.
- you may pay additional tax on your super payout. However it might be possible to claim this back when lodging your tax return.
- you may miss out on any Government Super Co-contributions for which you may be eligible; and
- you may have difficulty locating your super in the future, should you lose contact with your fund.

Select one option ✓

My TFN is

I do not wish to provide my TFN to the Trustee

Member Signature

Date

/ /

Sign here

Step 6. Attach proof of identity

For identification purposes, you **MUST** attach a certified copy of either your Driver's Licence or Passport (or acceptable alternatives). See the 'Providing Proof of Identity' section for details of certification and acceptable alternative documents. Failure to provide appropriate proof of identification may result in delays in the processing of your payment(s).

I have attached proof of my identification

Your privacy is important to us

We are required to comply with relevant privacy laws. The personal information that we collect is used to process your application, administer your account(s), provide you with services and conduct research about how to improve our services and products. Unless required or authorised by law, we will only provide your personal information to authorised service providers who use the information to administer the Fund and provide services on our behalf.

The EISS Super Privacy Policy is available to view at eisuper.com.au/privacy or you can obtain a copy by contacting us on 1300 369 901.

Step 7. Sign the form

By signing this form I:

- acknowledge that I have read and understood this form;
- information contained in this form will be relied upon and used by the Trustee to process my benefit payout. If I do not provide the information my payment request may not be processed;
- have read and understand the implications of not providing my TFN. If I have not provided my TFN, additional tax may be deducted from my final benefit;
- understand and consent to my information being collected, disclosed and used in the manner set out in this form; and
- understand that, under Australian Taxation Office (ATO) regulations, I must keep a copy of this form for five (5) years from the date completed.

Member Signature

X

Date

/ /

Sign here

Please return your completed form by either:

Posting it to us OR Uploading it to your online account

EISS Super
GPO Box 7039
Sydney NSW 2001

Visit eisuper.com.au/login

Is your form complete?

To enable your payment to be processed promptly, please ensure you have correctly completed this form before returning it to the fund.

Have you:

- Provided your details in Step 1?
- Attached supporting documentation for any change of name and/or postal address detailed in Step 2?
- Completed all steps of the form and provided copies of documentation (where required)?
- Signed and dated the form Step 7?
- Selected the identification you have provided:
 - Current driver licence OR current passport; or
 - Two documents from the alternative identification list (on the attached fact sheet)
- Ensured that your identification is current? If providing an Australian Passport, one that has expired within the last two years is acceptable
- Ensured your documents are correctly certified? Ensure the certifier has included ALL of the following on each page:
 - Written or stamped 'certified true copy'
 - Signature and printed name
 - Date – the date MUST be within twelve months of the date we receive your completed form.
 - Qualification (such as Justice of the Peace, Australia Post employee, etc.)

Please refer to the 'Providing Proof of Identity' fact sheet attached or available online at eisuper.com.au/factsheets or by calling us on 1300 369 901.

Providing Proof of Identity

How to certify ID documents

1. Organise original document(s)

Organise the acceptable ID document(s) and make clear and full photocopies.

2. Certify ID

Take the original document(s) and the photocopies and have them certified by an authorised person.

3. Post the documents

Post the signed and certified ID document(s) back to us, attached with your form.

Acceptable documents

You will need to supply a certified copy of one of the following:

- a current Australian driver's licence (photocopy both sides);
- Australian passport (which may be expired within 2 years);
- a state or territory card issued which contains your photograph;
- a current foreign driver's licence with your photograph, date of birth and a translation if necessary;*
- a national identity card with your photograph and signature;
- a foreign passport issued by a foreign Government;* or
- pension card issued by the Department of Human Services (Centrelink) that entitles you to financial benefits.

Or, if you do not have one of the documents listed above, you will need to supply two other certified forms of ID, listed below.

One of the following:

- an Australian birth certificate or birth extract;
- an Australian citizenship certificate;
- a birth certificate issued by a foreign country*; or
- pension card issued by the Department of Human Services (Centrelink) that entitles the person to financial benefits.

And, one of the following which contains your name and address:

- a Centrelink letter regarding a Government assistance payment; or
- a notice issued within the last 3 months by the Commonwealth Government, state or territory Government, a local council or a utilities provider.

Who can certify your ID documents?

- Justice of the Peace (JP);
- Permanent employee of Australia Post with at least five (5) years continuous service;
- Legal practitioner (e.g. solicitor or barrister);
- Police officer;
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL) having two (2) or more years of continuous service with one or more licensees;
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants;
- A finance company officer, a bank, credit union or building society officer, with two or more years of continuous service;
- A member of the Commonwealth parliament or a state or territory parliament;
- A diplomatic or consular officer of an Australian embassy or high commission;
- A magistrate, judge of a court or chief executive officer of a Commonwealth court;
- A notary public officer; or
- A registrar or deputy registrar of a court.

*If the document is not written in English it must be accompanied by an English translation from an accredited translator. That person must be currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of professional translator or above.

Have you changed your name?

If you have changed your name you will need to supply certified ID in your current name and a certified copy of one of the following documents that supports your name change:

- a marriage certificate;
- a deed poll; or
- a change of name certificate from the Births, Deaths and Marriages Registration Office.

Are you acting on behalf of another person?

If you are acting on behalf of another person you will need a certified copy of:

- guardianship papers or a power of attorney; or
- your ID and the member's ID.

Has your ID been correctly certified?

You will need to show your original ID and the photocopy to an authorised person. They will:

- compare the copy and the original; and
- write or stamp on all pages 'This is a true and correct copy of the original' followed by their signature, printed name, qualification (e.g. JP, Police Officer) and the date.

I certify that this is a true and correct copy of the original document before me.

Lisa Blank J.P.

LISA BLANK

Justice of the Peace Reg No: 000000

Date: 2-3-2018



You will need to provide the original certified ID to us.

How long is your certified ID valid for?

Certified documents showing ID and date of birth are valid for two (2) years from the certification date.

We may request additional documentation if your documents are not correctly certified, out of date or we are having difficulty in verifying that we are dealing with the right person.