

Benefit Payment Request Notes for Applicants

SECTION 1 – PAYMENT TYPE

Retirement

To claim your benefit due to retirement you must have reached your preservation age and be permanently retired from the workforce. Preservation age is 55 for those born prior to 1 July 1960. This increases progressively until it reaches age 60 which will then apply for all people born on or after 1 July 1964, as per the following table:

Date of Birth	Preservation Age
Before 1/7/1960	55 years
Between 1/7/1960 and 30/6/1961	56 years
Between 1/7/1961 and 30/6/1962	57 years
Between 1/7/1962 and 30/6/1963	58 years
Between 1/7/1963 and 30/6/1964	59 years
On or after 1/7/1964	60 years

In addition to this form you will need to supply a **certified copy*** of your evidence of age.

Departing Australia Superannuation Payment (DASP)

From 1 July 2002 people who entered Australia on an eligible temporary resident visa and who later permanently leave Australia can claim any superannuation they have accumulated. New Zealand and Australian citizens are not eligible for a DASP payment, even if they were the holder of an eligible temporary visa.

Evidence that you satisfy the conditions of a DASP payment must be provided with your application. The evidence required depends on how you apply and the type of visa issued. You can apply through the Australian Taxation Office or through the Department of Immigration and Citizenship (DIAC). For benefits under \$5000 you can apply directly to the fund using this application form.

If your superannuation benefit is **less than \$5,000** you need:

- a **certified copy*** of your visa, or evidence that you were a holder of an eligible temporary resident visa that has expired or been cancelled, and
- a **certified copy*** of your passport showing your departure stamp, and
- a **certified copy*** of your passport showing the photo page, and
- if you have changed your name since leaving Australia, you must include **certified copies*** of supporting documentation for verification e.g. marriage certificate

If your superannuation benefit is **\$5,000 or more**, you need a written statement from DIAC stating that you:

- were the holder of an eligible temporary resident visa which has expired or been cancelled, and
- have permanently departed Australia.

To obtain this statement you must complete a *Certification of Immigration Status* form, available from www.immi.gov.au.

Applying through the ATO online is considered the easiest method of application for a DASP payment. For further information on how to access your benefit on these grounds please contact the ATO on 13 10 20 or, if you are outside Australia, email DASPmail@ato.gov.au.

Rollover

Please supply all details of the other fund as requested.

Severe Financial Hardship

Benefits can be released on severe financial hardship grounds if you are in receipt of Commonwealth Income support payments and are unable to meet reasonable and immediate living expenses.

To apply on these grounds you must also:

- Obtain the appropriate letter from Centrelink or the Department of Veteran Affairs
- Complete the application for early release of benefits due to severe financial hardship

Permanent Incapacity

A permanent incapacity benefit can be paid where it has been determined that a member is unlikely to work again due to illness or injury. In addition to this application you will need to supply:

- Two Permanent Incapacity Claim - Medical Reports. These need to be completed by two separate medical practitioners
- Permanent Incapacity Claim - Member Statement (including Statutory Declaration)
- **Certified copy*** of your evidence of age

Terminal Medical Condition

A terminal medical condition exists in relation to a person at a particular time if the following circumstances exist:

- (a) two registered medical practitioners have certified, jointly or separately, that the person suffers from an illness or has incurred an injury, that is likely to result in the death of the person within a period (the certified period) that ends not more than 12 months after the date of the certification;
- (b) at least one of the registered medical practitioners is a specialist in an area related to the illness or injury suffered by the person;
- (c) for each of the certificates, the certification period has not ended.

Specified Compassionate Grounds

Benefits can be released on Specified Compassionate Grounds if you meet certain criteria. Specified Compassionate Grounds applications are assessed by the Department of Human Services (DHS). For more information or to obtain an application form contact DHS on 1300 13 10 60. If DHS approve your application you will need to complete this form and return it to NPT along with the original or a **certified copy*** of your DHS approval letter and any relevant documents to support your application.

Account Balance less than \$200

Preserved Benefits can be released where your account balance is less than \$200 under certain circumstances. If you were a lost member but have since been found, or you have terminated gainful employment with the employer-sponsor of the original regulated superannuation funds on or after 1 July 1997, you may have your account paid to you in cash.

Unrestricted Non-Preserved Benefit

Any unrestricted non-preserved benefit amount may be paid to you or you may request that it be rolled over to an approved fund (see the notes – Rollover all or part of your benefit). Please note that unrestricted non-preserved benefits are usually member voluntary contributions made before 1 July 1999. All monies received after 1 July 1999 will be preserved until you satisfy a condition of release.

SECTION 3 - TAX FILE NUMBER (TFN)

Tax

All benefits paid as cash payments are subject to tax. Tax will be calculated in accordance with the current tax rules. The tax payable on benefits depends on your individual circumstances. A benefit that is rolled over is not subject to tax at the time of rollover.

Giving us your TFN

Please read the following information regarding the collection of tax file numbers.

- We can collect your tax file number under the Superannuation Industry (Supervision) Act 1993.
- If you do provide your tax file number to us, we will use it only for legal purposes. This includes finding or identifying your superannuation benefits where other information is insufficient, calculating tax on any superannuation lump sum payment you may be entitled to, and providing information to the Commissioner of Taxation or any relevant State authority.
- It is not an offence if you choose not to quote your tax file number. However, if you don't tell us your tax file number, either now or later, you may pay more tax on superannuation contributions (Superannuation holding account/SG vouchers received from ATO) and benefits than otherwise would be payable. It may also be more difficult to locate or amalgamate your superannuation benefits in future to pay you any benefits to which you are entitled.
- If you provide your tax file number to us, we may provide it to the Trustee of another superannuation fund or to an RSA provider where that RSA provider or Trustee is to receive your transferred benefits in the future. We won't pass your tax file number to such a Trustee or RSA provider if you tell us in writing that you don't want us to do so.
- We may also give your tax file number to the Commissioner of Taxation where you receive a benefit, or for the purposes of the lost members register. We may also pass your tax file number on to any relevant State authority or the Commissioner of Taxation when paying unclaimed monies. Otherwise your tax file number will be treated as confidential.

The lawful purposes for which your tax file number can be used and the consequences of not quoting your tax file number may change in future as a result of legislative change. For more information please contact NPT or the ATO Superannuation Helpline (13 10 20).

ADDITIONAL INFORMATION

Completing Proof of Identity

You will need to provide documentation with this Benefit Payment request to prove you are the person to whom the superannuation entitlements belong.

The following documents may be used.

EITHER

One of the following documents only:

- Current RTA photo drivers licence
- Passport

OR

One of the following documents	AND	One of the following documents
<ul style="list-style-type: none"> ▪ Birth certificate or birth extract ▪ Citizenship certificate issued by the Commonwealth ▪ Pension card issued by Centrelink that entitles the person to financial benefits 		<ul style="list-style-type: none"> ▪ Letter from Centrelink regarding a Government assistance payment ▪ Notice issued by Commonwealth, State or Territory within the past twelve months that contains your name and residential address. For example: <ul style="list-style-type: none"> - Tax Office Notice of Assessment - Rates notice form local council

Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are completing the form on behalf of the applicant, you will need to provide a linking document. A linking document is a document that proves a relationship exists between two (or more) names.

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

What is a certified copy?

A certified copy of a document is a photocopy of the original document which has been signed by a Justice of the Peace or another person who can endorse or certify documents, verifying that they have sighted the original document. Faxed copies will not be accepted.

For members outside of Australia, a document can be certified by a Justice of the Peace or a person of equivalent status in your country (e.g. a Notary) verifying that they have sighted the original document.

The following persons are eligible to certify copies of original documents:

- A permanent employee of Australia Post with five or more years of continuous service
- A finance company officer with five or more years of continuous service (with one or more finance companies)
- An officer with, or authorised representative of, a holder of an Australian Financial Services License (AFSL) having five or more years of continuous service with one or more licensees
- A notary public officer
- A police officer
- A registrar or deputy registrar of a court
- A Justice of the Peace
- A person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- An Australian consular officer or an Australian diplomatic officer
- A judge of the court
- A magistrate, or
- A Chief Executive Officer of a Commonwealth Court.