

RSA release of superannuation withdrawal or rollover.



Defence
Bank

Instructions.

Before completing this form you should always read our Defence Bank Super Assured Retirement Savings Account Product Disclosure Statement (PDS).

Please complete this form in a blue or black pen using BLOCK letters and mark the boxes with a tick where required.

If you have any questions regarding this form, please contact Defence Bank at investments@defencebank.com.au or call **1800 979 188**.

Preservation rules apply.

Your RSA is 'preserved' subject to you meeting a condition of release. In order for you to access your money you must advise us in 'Conditions of release' section of this form, which Condition is relevant to you.

Before applying for a cash payment.

It's important for you to consider:

- The financial impact of making a cash withdrawal on your retirement plans
- The relevant tax you may pay when making a cash withdrawal (where under 60 years).
- Any impacts making a withdrawal will have on benefits you're receiving i.e. Centrelink, Work Cover etc. If you have made a personal contribution in your RSA you may be eligible to claim a tax deduction (claim). However, if you make a cash withdrawal or a rollover, it may impact your ability to claim a tax deduction on your personal contribution.

Claiming a tax deduction on your personal contributions.

In order to claim a tax deduction you will be required to complete an Australian Taxation Office (ATO) form - Notice of intent to claim a tax deduction. You may download this form from the ATO website ato.gov.au or by contacting us for a copy.

IMPORTANT if you have provided us 'notice of intent to claim a tax deduction' for an earlier personal contribution you should speak to the ATO, an Accountant or a Financial Adviser before making a further withdrawal.

Additional documents are also required for the following conditions of release:

You must provide proof of identity for all cash withdrawals. Please refer to 'Proof of identity' for details.

You will need to complete a retirement declaration form identifying that you:

- Ceased employment since turning age 60 (but not necessarily retired); or
- Reached preservation age and have no intention of becoming gainfully employed in the future for more than 10 hours per week.

For an early release of balances less than \$200, you will need to provide the following supporting documentation:

- A letter from your employer confirming that employment has been terminated (or an Employment Separation Certificate).
- Payment summary from the relevant employer (including details of any termination payment that may have been received when employment ceased).

If you are permanently disabled or have a terminal medical condition, you will need to return this form along with medical certificates from two independent medical practitioners (or one certificate signed by both practitioners), one of which must be a specialist in the relevant field. Both Medical practitioners must confirm either that:

- You are permanently disabled and unable to return to the workforce; or
- You are suffering from an injury or illness that is likely to be terminal within 24 months of the date of certification.

You will need a different form to apply for a payment from your Super for the following conditions of release:

- Rollover to a SMSF (please apply via SuperStream).
- Withdrawing on compassionate grounds. (Please apply via the ATO website).
- Withdrawing on the grounds of severe financial hardship (please complete the Financial Hardship Withdrawal form)

RSA privacy notice.

What information can be disclosed?

The Privacy Act allows us and other applicable persons to disclose personal information about you when related to the primary purpose for which it was collected.

This personal information may include your:

- title/rank, name, sex, date of birth, driver's licence number;
- financial details, bank account details; and
- postal/residential address, contact details;
- tax file number (TFN).
- employer and occupation;

We may also need to collect personal information from you that is sensitive. This includes information about your health and wellbeing.

Your sensitive information will only be disclosed where relevant to the purposes for which it was collected. You can view our privacy policy at defencebank.com.au.

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Defence
Bank

Member to complete this section.

Personal details.

RSA holder number. TFN.*

Title/rank. Occupation.

Last name. Daytime phone number.

First name. Residential address.

Middle name(s).

Date of birth. State. Postcode.

*For how we use your TFN please refer to the PDS.

Withdrawal request.

Full withdrawal. I'd like to withdraw all my funds and close my account.

Please note: if you are rolling all your funds to another superannuation fund and currently have employer contributions being deposited into your RSA, please notify your employer of the change of fund in advance.

Please also close my corresponding accumulation account. RSA holder.

Partial withdrawal. Amount.

Please note: the minimum balance required to maintain your RSA is \$6,000.00 for rollovers under portability. A minimum withdrawal amount of \$2,000.00 applies.

Please indicate the investment option(s) you would like your withdrawal to be paid from. If no selection is made, we will use our discretion to determine which investment option(s) will be used to make up this payment.

Variable account. Term deposit.

I would like my withdrawal request processed:

On maturity of my term deposit (where applicable).

As soon as possible*

*Where relevant refer to the PDS for information regarding RSA term deposit early redemption penalties that may apply when a term deposit is redeemed prior to the expiry of the agreed term).

Where applicable please indicate if a requested Cash Withdrawal amount is:

Gross (before Tax is deducted)

Net (after tax is deducted)

Please refer to the PDS under 'Taxation of contributions, earnings and benefits' for information regarding taxation of benefits, or speak to an Accountant or the ATO. If you do not specify, we will assume the amount specified above is Gross (before tax).

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Member to complete this section.

Conditions of release.

For more information refer to the PDS section under 'Access to benefits'.

Note we are unable to process your withdrawal unless you satisfy at least one of the following conditions below:

Please tick the condition of release that applies to you (choose one option only):

I'm transferring to another fund (Rollover Request)

I've reached age 65

I've ceased employment since turning age 60 (but not necessarily retired)

I've reached my preservation age and have no intention of becoming gainfully employed in the future for more than 10 hours per week.*

I'm withdrawing an 'unrestricted non-preserved' amount

I'm withdrawing a 'restricted non-preserved' amount*

My total benefit is less than \$200 and I'm a member previously classified as a 'lost member'**

My total benefit is less than \$200 and I've terminated gainful employment with the employer sponsor of this fund*

I'm a non-resident on a temporary Visa, which has since expired or been cancelled and have permanently departed Australia to reside overseas (please contact us for further information)**

I'm permanently disabled

I'm suffering from a terminal illness

Where eligible you may be able to claim 'severe financial hardship' (form available: defencebank.com.au), or under 'compassionate grounds' (applications can be made thru the ATO via MyGov).

For more information read our PDS.

*If you have retired, what date did you leave your employer? _____ Date.

**If you are a temporary resident, please indicate the date that you satisfied the condition above. _____ Date.

Payment details.

Please select:

Withdrawal.

For Cash withdrawals, we can only pay into a bank account in your name or a joint bank account of which you're one of the account holders.

Account name.

Name of financial
institution.

BSB.

Account number.

Rollover request.

Transferring the withdrawal amount to another superannuation fund

Full name of
new fund.

Unique superannuation
identifier (USI)

ABN.

Member/account
number.

RSA release of superannuation withdrawal or rollover.



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Member to complete this section.

Proof of identity.

Option 1. I want to attach original certified copies of my ID

Option 2 (Rollovers ONLY). I want to use my TFN as provided in step 2.

This option is not available for cash payments. By giving us your TFN you are authorising us to give this information to your other fund, which will then confirm your ID with the Australian Taxation Office.

Verifying your identity.

You should provide sufficient documents from the lists below to verify your full name, and either your date of birth or residential address.

If your photographic identification does not have your full name and either your date of birth or residential address, you can use an additional non-photographic identification document to fulfil this requirement.

At least one form of photographic identification should be provided.

Acceptable photographic identification.

- Driver licence.
- Learner permit.
- NSW birth card.
- Passport.
- Proof of age card

Acceptable non-photographic identification (if required).

- Current Australian Taxation Office notice of assessment.
- Birth certificate.
- Citizenship certificate.
- Australian Electoral Office electoral roll confirmation form.
- Current local government notice.
- Pension card.
- Current electricity, gas or water bill.

For approved certifiers, visit defencebank.com.au/tools-and-advice/forms-and-applications/approved-certifiers.

Declaration and signature.

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

I request that Defence Bank Limited process my withdrawal/transfer request and pay the proceeds in accordance with my instructions on this form.

I declare that;

1. I take full responsibility for my withdrawal/transfer out application in particular, I have fully read and understand the information in this form;
2. Where necessary I have sought further information from the PDS available at defencebank.com.au prior to applying for my benefit.
3. I am not commonly known by any names different to those disclosed in this application form, unless I have previously disclosed otherwise to Defence Bank Limited;
4. Any document or information to be used for the purposes of this application (whether or not provided on or with this application) is completed and correct;
5. If I am requesting a transfer, I understand and acknowledge the implications and effects of transferring my benefits from my existing RSA to the fund or plan specified on this form;
6. I acknowledge that it may be a criminal offence to knowingly provide false or misleading information or documents in connection with this application;
7. I have sought advice from my financial planner or have decided not to seek advice; and
8. I discharge Defence Bank Limited from all further liability in respect of benefits paid or transferred.
9. I have read and understood the 'RSA privacy notice' in the Defence Bank Super Assured RSA product disclosure document and agree to allowing Defence Bank to collect and use my information as detailed under the 'RSA privacy notice'.

I (print full name)

Authorise my superannuation to be paid as instructed on this form and in terms of the declarations made above.

Signature.

Date.

Please send the completed form and any required attachments (as seen on page 1 – what you need to apply) to:

**Reply Paid 14537
Defence Bank Limited
PO Box 14537
Melbourne VIC 8001**