

Benefit withdrawal form

Use this form to withdraw part or all of your benefit in cash, or transfer part or all of your benefit to another LGsuper account or to another fund.

If you wish to make a withdrawal from your Pension account, please use the *Pension benefit withdrawal form*.

Personal details LGsuper respects your privacy. All personal information collected is protected in line with the National Privacy Principles and LGsuper's Privacy statement.

Surname		Given name/s		Member number
Street address				
Suburb/town			State	Postcode
Postal address (if the same as street address type 'as above')		Suburb/town	State	Postcode
Telephone (b/h)	Email address		Date of birth / /	Tax file number

Benefit instructions

- You must supply certified proof of identification before your payment can be processed. Not doing so could result in delays in paying your benefit.
- For partial withdrawals, a \$3,000 minimum withdrawal amount applies and a maximum of 12 withdrawals are allowed each year. A minimum balance of \$3,000 must be retained in your account.
- Your benefit request will usually be processed within 3-7 working days from receipt of this form.

Refer to the *Important information* section overpage.

1 Leave my total benefit with LGsuper

You must complete sections 1 and 5

Yes, leave my total benefit with LGsuper in a Retained Benefit account.

You must complete sections 1, 2, 4, 5 and the statutory declaration

Yes, please change my Spouse account to a Retained Benefit account.

Note: if you want to transfer your benefit to an LGsuper Pension account, please complete the *Pension application form*, located at the back of the *Pension accounts Product Disclosure Statement (PDS)*.

2 Cash withdrawal

You must complete sections 2, 4 and 5

Partial withdrawal \$ Before tax After tax

Full withdrawal (includes balances under \$200)

Please read *Tax on cash payments* in the *Important information* section overpage.

Please complete the *Bank account details* below and refer to the *Important information* section overpage.

Bank account details

It is your responsibility to ensure your bank details are correct and that you are the holder of the account. Payments cannot be made to third parties. You must provide certified proof of identification in order to set up or change your bank account details with LGsuper. A cheque will be issued if no bank details are provided below or when bank details have not been used for a cash withdrawal within the last 12 months.

Bank name		Branch
BSB number	Account number	Account name

3 Transfer my benefit to another super fund

You must complete sections 4 and 5

Please read *Benefit payment policy* in the *Important information* section over the page.

- Partial transfer of \$
- Full transfer

Other fund details

Fund name		Cheque to be payable to	
Address	Suburb/town	State	Postcode
Telephone (b/h)	Member account number in new fund	SPIN for other fund	Other fund ABN

To transfer your benefit we must have either a **Member account number** or the **SPIN** of the other fund and its **ABN**, along with original certified proof of identification.

4 Investment preference for withdrawal

This does not apply if you are withdrawing your account in full.

- My benefit is invested in more than one investment option. Please withdraw from the following investment options below.

Members with Diversified Growth plus Reserves

- My benefit is invested in more than one investment option including Diversified Growth plus Reserves. I understand that if I withdraw from this investment option I will not participate in any further allocation of reserves on this amount. Please withdraw from the following investment options:

Investment option	Amount	Investment option	Amount
Ready-made options		Socially responsible options	
Aggressive	\$	SR Balanced	\$
Diversified Growth	\$	SR Australian Shares	\$
Diversified Growth plus Reserves	\$	Single asset class options	
Balanced	\$	Australian Shares	\$
Stable	\$	International Shares	\$
Defensive	\$	Property	\$
		Diversified Fixed Interest	\$
		Cash	\$

Refer to the *Important information* section over the page.

5 Member declaration

- I declare that I am an Australian or New Zealand citizen, or a permanent resident of Australia.
- I certify that the above information is correct and I have read the *Important information* section over the page.
- I declare I have not accepted an offer of employment with any other Queensland local government body.
- I confirm I have attached original certified copies of my proof of identification and I have completed all relevant sections above in full.
- I am aware that I am required to provide my tax file number to LGsuper and I have read the *Important information* section over the page.
- I am aware that, if required, I can contact LGsuper for more information before completing this form.
- I certify that: (please tick one box)
 - I am under age 55
 - I am aged 55 or older and have NOT permanently retired from the workforce
 - I am aged 55 or older and have permanently retired from the workforce
 - I am aged 60 or older and have ceased employment after reaching age 60
 - I am a spouse member between the age of 55 and 64 and have completed the attached statutory declaration

Name of employer	Date ceased / /
Signature	Date / /

Important information

1. Tax file number

Under the *Superannuation Industry (Supervision) Act 1993*, LGsuper 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. LGsuper 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):

- LGsuper 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
- 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

2. Preservation

If you are over age 55 and permanently retired from the workforce, then your account will be fully accessible in cash.

If you have not permanently retired, some of your account will be preserved until any of the following events occur:

- you reach retirement age and permanently retire
- you are aged 60 or above and leave or change employment
- you reach age 65
- you become totally and permanently disabled or terminally ill
- you die
- you meet the requirements of severe financial hardship or compassionate grounds
- your preserved benefit is less than \$200

3. Tax on cash payments

Withdrawals are taken proportionally from your tax-free and taxable components. If you are aged between 55 and 59 your benefit tax depends on the amounts of your previous withdrawals. From age 60 no tax applies on your withdrawals.

4. Investment options

If your account is invested in more than one investment option you can select a specific investment option from which your withdrawal will be deducted. If you do not select a withdrawal investment preference, LGsuper will withdraw the nominated funds equally from each investment held. Please note where insufficient funds

are held in an investment option, these funds will be withdrawn in full and then the remainder spread equally over the remaining options.

Diversified Growth plus Reserves

If you elect to withdraw any amount from Diversified Growth plus Reserves you will not participate in any further allocations of reserves on that amount withdrawn. If you do not elect a specific investment option for your withdrawal, LGsuper will withdraw the nominated funds including any Diversified Growth plus Reserves money.

5. Certified proof of identification requirements and statutory declaration

Government legislation requires you to provide the following proof of identification before your payment can be processed:

Your current **driver's licence** OR current **passport**.

For full details on which documents you can provide, and for a list on who can certify your documents, view the *Proof of identity requirements info sheet* available from www.lgsuper.org or call us and we will mail you a copy.

If you are a spouse member between the age of 55 and 64 you will need to complete the attached statutory declaration in relation to your employment situation.

6. Benefit payment policy

Your benefit request will usually be processed within 3–7 working days from receipt of this form. You must retain a minimum balance of \$3,000 in your account. If your withdrawal request reduces the value of your account below this amount you may be required to withdraw your total account balance.

Requesting a full payment or transfer may result in the cancellation of any insurance cover attached to your account. Members who remain employed with an LGsuper participating employer may only transfer their benefit to another fund once each financial year.

7. Benefits less than \$200

In order for benefits less than \$200 to be paid from LGsuper, the following conditions of release must be met:

- the amount of the benefit at termination date and at the date of payment must be less than \$200
- you must hold a Retained Benefit account (or we must receive advice that you have ceased employment)
- it must be at least 60 days since you ceased employment

8. Personal information

All personal information collected via this form is protected by the National Privacy Principles and LGsuper's *Privacy statement* available from the LGsuper office or visit www.lgsuper.org

Commonwealth of Australia

Statutory declaration

Statutory Declarations Act 1959

Please complete this statutory declaration if you are a member with a Spouse account and between 55–64 years of age.

1. Insert the name, address and occupation of person making the declaration	I, ¹ <hr/> <hr/>
2. Set out matter declared to in numbered paragraphs	make the following declaration under the <i>Statutory Declarations Act 1959</i> : 1. I have previously been gainfully employed on either a full time or part time basis: and 2. I have now permanently retired from the workforce and intend never to again become gainfully employed either on a full time or part time basis. I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the <i>Statutory Declarations Act 1959</i> , and I believe that the statements in this declaration are true in every particular.
3. Signature of person making the declaration	³ <hr/>
4. Place	Declared at ⁴ <hr/>
5. Day	on ⁵ <hr/>
6. Month and year	of ⁶ <hr/>
7. Signature of person before whom the declaration is made (see over)	Before me, ⁷ <hr/>
8. Full name, qualification and address of person before whom the declaration is made (in printed letters)	⁸ <hr/> <hr/>

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the Statutory Declarations Act 1959 may be made before–

1. a person who is currently licensed or registered under a law to practice in one of the following occupations:
 - Chiropractor
 - Dentist
 - Legal practitioner
 - Medical practitioner
 - Nurse
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
2. 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); or
3. a person who is in the following list:
 - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
 - Bailiff
 - Bank officer with 5 or more continuous years of service
 - Building society officer with 5 or more years of continuous service
 - Chief executive officer of a Commonwealth court
 - Clerk of a court
 - Commissioner for Affidavits
 - Commissioner for Declarations
 - Credit union officer with 5 or more years of continuous service
 - Employee of the Australian Trade Commission who is:
 - a. in a country or place outside Australia; and
 - b. authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - c. exercising his or her function in that place
 - Employee of the Commonwealth who is:
 - a. in a country or place outside Australia; and
 - b. authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - c. exercising his or her function in that place
 - Fellow of the National Tax Accountants' Association
 - Finance company officer with 5 or more years of continuous service
 - Holder of a statutory office not specified in another item in this list
 - Judge of a court
 - Justice of the Peace
 - Magistrate
 - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
 - Master of a court
 - Member of Chartered Secretaries Australia
 - Member of Engineers Australia, other than at the grade of student
 - Member of the Association of Taxation and Management Accountants
 - Member of the Australasian Institute of Mining and Metallurgy
 - Member of the Australian Defence Force who is:
 - a. an officer; or
 - b. a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - c. a warrant officer within the meaning of that Act
 - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 - Member of:
 - a. the Parliament of the Commonwealth; or
 - b. the Parliament of a State; or
 - c. a Territory legislature; or
 - d. a local government authority of a State or Territory
 - Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
 - Notary public
 - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
 - Permanent employee of:
 - a. the Commonwealth or a Commonwealth authority; or
 - b. a State or Territory or a State or Territory authority; or
 - c. a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
 - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
 - Police officer
 - Registrar, or Deputy Registrar, of a court
 - Senior Executive Service employee of:
 - a. the Commonwealth or a Commonwealth authority; or
 - b. a State or Territory or a State or Territory authority
 - Sheriff
 - Sheriff's officer
 - Teacher employed on a full-time basis at a school or tertiary education institution