

# Withdrawing my BUSSQ Super

Please complete and sign this form and return by:

✉ **Mail to:** BUSSQ GPO Box 2775, Brisbane Qld 4001

@ **Email to:** super@bussq.com.au

**Need help?** If you require help completing this form call **1800 692 877** or email [super@bussq.com.au](mailto:super@bussq.com.au)

## 1 Personal details

BUSSQ member number (if known)

Date of birth (dd/mm/yyyy)

Mr/Mrs/Ms/Miss

Given names

Surname

Contact number or mobile

Email

Street number

Street address

Suburb/Town

State

Postcode

Postal address (if different to above)

Suburb/Town

State

Postcode

## 2 Your Tax File Number (TFN)

If you have already provided your TFN to BUSSQ you don't need to provide this again.

- We are authorised under the Superannuation Industry (Supervision) Act 1993 to collect, use and disclose your TFN. You don't have to provide your TFN and it's not an offence if you don't.
- If you choose to provide your TFN, we will use and disclose it for purposes including helping you to find your super, calculating tax and providing information to the ATO.
- If you do not provide your TFN you may pay more tax on your benefits and contributions and we cannot accept your personal contributions.
- If you transfer your super to another fund, we will disclose your TFN to the other fund unless you tell us in writing not to.

I acknowledge the above information and I elect to provide my TFN and declare it is:

## 3 Have you met a condition of release?

Please select one option only:

I am age 60 (preservation age) or over and am permanently retired\*

I have ceased an employment arrangement after reaching age 60\*

Date ceased work (dd/mm/yyyy)   /   /

My funds are unrestricted non-preserved

I am over age 65 and still working



**\*Please provide a copy of your separation certificate.**

## 4 Amount of withdrawal

I would like to withdraw the following amount (minimum \$1,000 unless an unrestricted non-preserved amount is less) from my account. A minimum balance of \$8,000 must be retained if you wish to keep your account open.

Partial withdrawal for an amount of

\$

**Amounts are net of any applicable tax.**

The balance of my account

Keep minimum \$8,000

## 5 Proof of identity

To protect your superannuation account and satisfy our obligations under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*, we need you to prove your identity before making withdrawals. You have two options for verifying your identity, please select one below.

### Option 1

#### Electronic verification

BUSSQ can easily verify your identity electronically. You just need to provide your driver licence or passport number details below and we will verify your personal details securely against government and other third party databases.

**By selecting Option 1, I consent to BUSSQ and its administrator MUFG Pension & Market Services Holdings Limited (MUFG) to disclose my name, address, date of birth and the details of the identity documents I have provided below to Illion and GB Group PLC (greenID) to check against the Australian Government's Document Verification Service (DVS) which will compare my details with government records. greenID may also check my details against other independent sources including a credit reporting agency.**

Checking your identity this way is not a credit check and will not give BUSSQ access to any other information about you and will not impact your credit rating or be stored against your credit information file. If the details you provide cannot be matched we will advise you in writing, and you will need to supply us with certified documents – see Option 2.

If the electronic verification of your ID is successful, your verification status may be registered with MUFG's secure itsMe application that stores a record of your name, address, date of birth and identity verification status for a period of two years. Note: although these details may be stored for a period of two years, BUSSQ may require your ID to be reverified after 12 months in certain instances. You will receive an email from the service provider Okta regarding itsMe and you can create an account to view your identity verification status. itsMe does not save or store the details of the identity documents you have provided for greenID, it only stores your identity verification status as verified or not verified.

#### Australian driver licence

Full name as it appears on your driver licence

Driver licence number

Card number

**Note:** For help to locate your Card Number refer to the 'Certified documentation' section on page 5 of this form.

State of issue

Expiry date

/   /   /    

#### Australian passport

Passport number

Country of birth

Full name as it appears on your passport

### Option 2

**Provide certified documents** (see the 'Certified documentation' section of this form for more information).



Please mail documents if providing certified proof to BUSSQ's address, which is provided on this form.

## 6 Your financial institution details



Please attach a copy of a current bank statement for a personal bank account that is held in your name, or jointly in your name (BUSSQ is unable to pay your benefit into a business account). The statement must show your name, BSB and account number to enable the benefit to be paid by electronic funds transfer (EFT). Please ensure the account number provided to us is correct.

Financial institution name

Name in which the account is held (must be your name or jointly in your name)

BSB number

Account number

## 7 Residency declaration

I declare that: (Please tick the box that applies to you).

I am an Australian citizen, New Zealand citizen or permanent resident of Australia, or

I am a temporary resident\* and I have left Australia. I am NOT an Australian citizen, New Zealand citizen or permanent resident of Australia, or

I hold a Subclass 405 (Investor Retirement) or Subclass 410 (Retirement) visa

\* A temporary resident is someone who holds a temporary visa as described in the Superannuation Industry (Supervision) Regulations 1994 or in the Migration Act 1958.

## 8 Claiming a tax deduction

NO If no, go to Section 9

YES If yes, and you intend to claim a tax deduction for contributions you paid to BUSSQ, you will need to complete a *Notice of intent to claim a tax deduction* form available from our website at [bussq.com.au](http://bussq.com.au) with this request.

*Please note: If you intend to claim a tax deduction for voluntary after tax contributions paid to your BUSSQ account, it's important you let us know BEFORE we process your withdrawal. 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. 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.*

## 9 Privacy and other important information

BUSSQ collects and uses your personal information in accordance with the BUSSQ Privacy Policy which is available from our website or by calling **1800 692 877**. Please call us if you have any questions about your rights under the privacy legislation.

## 10 Authorisation and declaration

- I authorise my superannuation benefit to be paid as instructed on this form. Upon payment of my full account balance from BUSSQ, I shall release BUSSQ from all claims, liabilities and obligation whatsoever in respect of my interest in BUSSQ.
- I understand that there are fees as outlined in the PDS that will be deducted.
- I understand that if I choose not to provide my Tax File Number (TFN) the Trustee is required to deduct tax from my benefit at the top marginal tax rate plus Medicare levy.
- I understand that tax may be deducted from my withdrawal.
- I declare that I have fully read this form and that all information provided on this form is true and correct.
- I understand that I cannot claim a tax deduction for personal superannuation contributions if this has not been processed prior to claiming payment.
- I understand that any contribution splitting must be done prior to claiming payment.
- I understand that any request to claim back tax paid to the ATO because of no TFN quoted needs to be done before claiming payment.
- I understand that if my account closes as a result of this claim all insurance benefits will cease and that I may not be able to reinstate cover in the future.
- I am the person named on this form or I have a Power of Attorney to act on the member's behalf and have supplied to BUSSQ my certified Power of Attorney and identity documentation.



### Please sign and date.

Forms without both a signature and date are unable to be processed. **Note:** Digital signatures will not be accepted.

Signature of applicant

Dated (dd/mm/yyyy)

  /   / 2 0  

**Once completed and signed please return this form by:**

**Mail:** BUSSQ GPO Box 2775, Brisbane Qld 4001 or **email:** [super@bussq.com.au](mailto:super@bussq.com.au)

**Please note:** If providing certified proof of ID, these documents must be mailed to BUSSQ at the address above.

## Certified documentation

BUSSQ can verify your identity quickly and securely using greenID, an electronic identity verification platform. If you are unable to, or do not consent to be verified electronically, you will need to provide certified documents to prove your identity. Please follow the below guide and mail your certified documents with your completed form to **BUSSQ GPO Box 2775, Brisbane QLD 4001**.

Please note certified proof of identity is only valid for a maximum of 12 months from the date the identification was certified.

Certified copies of the following documents can be used to prove your identity:

### One of the following documents only:

- A current driver licence or permit issued under the law of a State or Territory.
- An Australian passport which can be up to two years out of date, that contains a photograph of the person in whose name the document is issued.
- Proof of Age Card
  - A card issued under a law of a State or Territory for the purpose of providing the person's age which contains a photograph of a person in whose name the document is issued (includes Proof of Age Card or National Identity Card); or
- National Identity Card
  - A card issued for the purpose of identification that contains a photograph and the signature of the person in whose name the document is issued; and
  - Is issued by a foreign government, the United Nations or an agency of the United Nations; and
  - If it is in a language that is not understood by the person carrying out the verification it must be accompanied by an English translation prepared by an accredited translator.

### One of the following documents:

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles you to financial benefits.

### AND

### One of the following documents:

- Letter from Centrelink regarding a Government assistance payment
- Notice issued by Commonwealth, State or Territory Government within the past 12 months, containing your name and residential address.

For example:

- Tax Office Notice of Assessment
- Rates notice from local council.

OR

## Have you changed your name?

If you have changed your name, in addition to the above listed certified documentation, you need to complete the Change of Details form (available on our website) and provide a certified copy of one of the following documents:

- Marriage Certificate (required even if the parties are separated)
- Decree Nisi, Certificate of Divorce or Decree Absolute
- Deed Poll documentation.

## Are you acting on behalf of someone else?

If you are signing on behalf of another person you will need to send by mail original certified copies of the following documents (we cannot accept these via email):

- Current Power of Attorney document (with each page of the document certified)
- The member's identity documents as listed above
- Your identity documents.

## Certifying your documents

All copies of proof of identity documents should be certified as a true copy of the ORIGINAL by an authorised person. Some examples of authorised persons are:

- A Justice of the Peace or Commissioner for Declarations
- A Police Officer
- A finance company officer or representative of an AFSL licence holder with five or more years continuous services with one or more licensees
- A lawyer, judge or magistrate
- Permanent employee of Australia Post with five or more years of continued service.

The certifier must sight the original and make sure both documents are identical, and then make sure all photocopied pages are certified as true copies by writing or stamping wording to that effect followed by their:

- Signature
- Name
- Qualification
- Date, and
- Phone number.



I certify this is a true copy of the original document.

Julie Preston  
Justice of the Peace  
19/06/2015  
0412 345 678

## Where to find the Card Number on your driver licence?

You can find your Card Number on the front and/or back of your driver licence. It is different from the licence number, as it's a unique identifier, which changes each time your driver licence is re-issued.

**Note:** The location for the Card Number does slightly vary amongst different state issued driver licences. The example images show where the Card Number is situated for the Queensland Driver Licence being both on the front and back.

If you need help to locate the Card Number on your driver licence, call us on **1800 692 877**.



↑  
Card Number



↑  
Card Number

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