

Application for Resignation Benefits (including Ancillary Benefits)

Who should use this form?

Use this form if you are a Member of the Military Superannuation and Benefits (MSB) Scheme and you are resigning from the Australian Defence Force (ADF):

- before reaching your statutory retiring age; and
- before reaching 55 years of age.

Do **not** use this form if you are being discharged and have arranged to join another arm of the ADF, including transferring to full time Reserve duty – you are not entitled to MSB Scheme benefits.

When to use this form?

This form can be completed up to three months **before** discharge and no later than three months **after** discharge. However, it is common practice to complete the application as part of DISPAY procedures.

Before you use this form

Before completing this benefit application form, it is recommended that you read the Product Disclosure Statement (PDS) for the Military Superannuation and Benefits Scheme available on the MilitarySuper website www.militarysuper.gov.au.

When to use this form?

Complete:

- **Part A:** About yourself
- **Part B:** Exit details
- **Part C:** Member Benefit
- **Part D:** Ancillary Benefit
- **Part E:** Surcharge
- **Part F:** Identification requirements
- **Part G:** Tax File Number
- **Part H:** Document list (if applicable)
- **Part I:** Member declaration

Then lodge with MilitarySuper at the address in **Part J**.

Options

There are two components to your MSB Scheme Resignation Benefits: a Member Benefit and an Employer Benefit. You may also have a third component, an Ancillary Benefit.

Member Benefit

Your Member Benefit consists of the number of units you hold in the MSB Fund.

Benefit payments result in the withdrawal of existing units at the unit price applicable on the later of:

a) the day after exit

or

b) the day on which a Member's application is received by the MSB Board or its Administrator, ComSuper.

Options (continued)

If you transferred from the Defence Force Retirement and Death Benefits (DFRDB) Scheme, your Member Benefit includes your DFRDB contributions plus notional earnings on those contributions.

The options for your Member Benefit are:

- the **pre 1 July 1999 component** can be taken as a cash lump sum, rolled over, or preserved in the MSB Fund
- the **post 30 June 1999 component** must be preserved in the MSB Fund or rolled over to another Fund.

If you preserve any of your pre 1 July 1999 component in the MSB Fund, any future withdrawal must be in multiples of \$10 000. There must be a minimum of six months between withdrawals.

Employer Benefit

You do **not** have any options for your Employer Benefit—it **must be preserved in the MSB Scheme** until you reach at least age 55. Your Employer Benefit can be paid out earlier in some limited circumstances (e.g. severe financial hardship, total and permanent disablement).

Ancillary Benefit

You may also have an Ancillary Benefit. An Ancillary Benefit consists of any of the following that have been paid into your MilitarySuper account:

1. Additional Personal Contributions
2. Salary Sacrifice amounts
3. Transfer Amounts
4. Spouse Contributions (please note that spouse contributions are those paid by your partner into your MilitarySuper account)
5. Co-Contributions
6. Super Guarantee amounts

At this point in time you may **roll over** your entire Ancillary Benefit or one or more Ancillary Benefit types. Any Ancillary Benefit type not claimed remains preserved in the MSB Scheme. The Ancillary Benefit may be **cash out** once you have reached your superannuation preservation age and:

- if you are less than 60 – you have permanently retired from the workforce; **or**
- if you are aged 60 or more – you have permanently retired from the workforce or your current employment has ended.

Where can you roll over your Ancillary Benefit?

You can rollover your Ancillary Benefit to:

- a regulated superannuation fund
- a retirement savings account (RSA)

Rollover fund nominations

If you are choosing to rollover part of your benefit, it must be paid to a complying superannuation fund, rollover fund, Retirement Savings Account (RSA). We will not deduct tax from any amount rolled over to another fund however, the receiving fund will deduct 15% tax from any untaxed component of the rollover.

You can nominate two rollover funds or RSAs to receive all or part of your lump sum benefit. Complete one nomination if you are going to roll over your entire benefit to one fund. If you are going to split the amount, complete both nominations with details of the second fund.

We will make all rollover cheques payable to your nominated rollover fund(s) send them directly to your nominated fund(s). Please make sure you have the correct postal address of your fund(s).

When completing this section you must include the name and Australian Business Number (ABN) for the nominated rollover fund or RSA. Providing the Superannuation fund number (SFN) is optional. If you have a membership number for the rollover fund or RSA, please include this number. If you do not have a membership number, please list a Superannuation Product Identification Number (SPIN). You can get these details from the rollover fund or RSA. If you don't include these details, it will result in payment delays of your benefit. Please ensure your nominated rollover account(s) is active and can receive deposits from other superannuation funds. Failure to do so will result in the payment being returned to our office.

Proportioning

As part of the changes to super, that came into effect on 01 July 2007, proportioning rules were introduced. This means that if you have not reached your preservation age and you claim your non-preserved (ie. Pre 01 July 1999) member benefit, the payment would include both tax free and taxable components.

However, the legislation has now been changed for MSBS members with retrospective effect to 01 July 2007. This means that if you are under your preservation age, and take your pre 01 July 1999 member benefit, you can choose whether to apply all your available tax free amount against your lump sum (up to the amount of your pre 01 July 1999 benefit), or whether to apply the proportioning rules.

For further information on how your benefit is taxed it is recommended that you read the MilitarySuper booklet **Tax and your Military Super Benefit**.

Surcharge debt

If you have a superannuation contributions surcharge debt, it will be deducted from your benefit before payment. Interest will also be applied to the surcharge debt until the debt is fully paid.

In deducting the debt from your benefit, default provisions apply if you do not make an election. The default provisions are:

- if the Employer Benefit is converted to pension in part or full, any surcharge debt will be taken from the Employer Benefit after conversion to pension
- if the Employer Benefit is taken as a total lump sum, the debt will be taken from that benefit.

If you choose to make an election, the default provisions will not apply. You may elect for the surcharge debt to be deducted from:

- the Employer Benefit before it is paid as a lump sum or converted to a pension
- the Member Benefit before it is paid as a lump sum
- the Ancillary Benefit before it is paid as a rollover.

Payment

Lump sum payments and rollover cheques are normally paid within 15 working days after your discharge is confirmed or after the date we receive all necessary documentation to enable us to process your application, whichever is the later.

Account name

Benefit payments can only be made to an account that is in your name. The account can be in your name alone, or in joint names. If it is a joint account one of the names must be yours.

Tax File Number

In accordance with the *Taxation Laws Amendment (Tax File Numbers) Act 1988*, the MSB Board is required to deduct PAYG tax at the Top Marginal Rate plus the Medicare levy from benefits if a person does not provide a Tax File Number (TFN).

If you have not been issued a TFN you should lodge an Australian Taxation Office Application/Enquiry form with the Taxation Office. Forms are available at all Taxation Offices. You must provide proof of identity at the time you lodge the form.

Further information

If you wish, you can seek further information from MilitarySuper on **1300 006 727** on your options and completion of this form. You can also read:

- Product Disclosure Statement for the Military Superannuation and Benefits Scheme
- The MilitarySuper Book
- **About to Leave the ADF?** fact sheet
- **Superannuation Contributions Surcharge** fact sheet
- **Taxation of Lump Sums** fact sheet
- **Taxation Concessions—Superannuation Pension Rebates** fact sheet
- fact sheets on each Ancillary Benefit type.

All these publications are available on the MilitarySuper website at: www.militarysuper.gov.au.

A financial advisor may also be able to assist.

Privacy

The MSB Board and its Administrator, ComSuper, are collecting the information on this form for the following reasons:

- to confirm your identity
- to assess your eligibility for payment/rollover of the benefit
- to record up to date details relating to your spouse (if applicable) for future benefit eligibility
- to pay your benefit or to roll it over
- to contact you.

The MSB Board and ComSuper are committed to protecting any personal information we hold about you. Your information will not be used for any other purpose or disclosed to another party unless:

- you authorise us to do so
- the disclosure is authorised by law. This may include disclosing your personal information to other Government agencies that have specific legislative authority to collect this information as required by policy and legislation. We will not disclose your personal information to these agencies unless it is lawful to do so
- it is to the market research provider who may, on our behalf, invite you to participate in a survey about our service (they are required to protect this information from disclosure to another party). If you do not want your contact details passed to the provider, please put a cross in the box at **Question 28A** on **page 11** of the benefit application form.

Contacts

We must provide you with any information you need to understand your benefit entitlements.

If you have any further questions about your benefit entitlements or investment options you can contact us in the following ways:

Visit

Unit 4 Cameron Offices
Chandler Street
Belconnen ACT 2617

Phone

1300 006 727
for the cost of a local call

Mail

PO Box 22
Belconnen ACT 2616

Fax

(02) 6272 9617

Internet

www.militarysuper.gov.au

Email

members@enq.militarysuper.gov.au

Disclaimer

It is important you know – this document contains general advice or information only

Any financial product advice in this document is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Therefore, before acting on any such general advice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation or needs. You may wish to do so with or without the assistance of a licensed financial advisor.

Application for Resignation Benefits (including Ancillary Benefits)

PART A

About yourself

1. Service Navy Army RAAF

2. Service number/Employee ID

3. Service number from a previous period of service

4. Title Mr Mrs Ms Miss Other

Surname

Given name(s)

5. Former surname (if applicable)

6. Date of birth / /

7. Contact details **before** discharge

BUSINESS HOURS

AFTER HOURS

MOBILE NUMBER

EMAIL ADDRESS

@

8. Postal address **after** discharge

POSTAL ADDRESS

SUBURB STATE POST CODE

Residential address after discharge

RESIDENTIAL ADDRESS

SUBURB STATE POST CODE

Account number

Account held in name(s)
of (must include your name)

17. When you claim your MSBS Benefit you may choose one of the following options for your non-preserved (ie. Pre 01 July 1999) Member Benefit.

Option 1
Apply proportioning across the payment of your Pre 01 July 1999 lump sum (in the same proportions as existed in your total member benefit).

OR

Option 2
Apply all your available tax free component against the payment of your pre 01 July 1999 lump sum.

(a) **Member Benefit Payment options**

- Preserve all in MSB Fund
- Rollover all
- Rollover pre 1 July 1999 component and preserve the balance
- Take all pre 1 July 1999 component as cash and preserve the balance
- Take all pre 1 July 1999 component as cash and rollover the balance

18. If you are taking any of your Member Benefit as a **cash lump sum**, give details of the account you want it paid into. The account must be in Australia.

Type of financial institution Savings bank Building Society Trading bank Credit union

Name of institution

Branch name

Branch (BSB) number -

Account number

Account held in name(s)
of (must include your name)

19. You may roll over to a maximum of two rollover funds.

Cheques will be made payable to the nominated rollover fund(s) and forwarded to the address provided below. A copy of the Rollover Benefits Statement will also be included with your benefit payment letter and sent to your nominated address.

Write the amount for each institution, except write 'BALANCE' for the last (or only) fund.

IMPORTANT: Please ensure your nominated rollover account(s) is active and able to receive deposits from other superannuation funds. Failure to do so will result in the payment being returned to our office.

Name of **rollover** fund

Postal address of fund POSTAL ADDRESS

SUBURB STATE POST CODE

Fund Identification No.	<input type="text"/>
Australian Business No. (ABN) of rollover fund	<input type="text"/>
OR	
Superannuation Fund No. (SFN)	<input type="text"/>
Rollover Identification No.	<input type="text"/>
Superannuation Product Identification No. (SPIN)	<input type="text"/>
OR	
Membership No. for Fund	<input type="text"/>
Amount	\$ <input type="text"/>

If you would like to roll over your benefit to more than one fund, please attach the same details as above for the second fund.

PART D

Ancillary Benefit Options

20. Choose your options for your Ancillary Benefit.
- Claim now – Please go to **Question 21**
 Do not claim – Please go to **Part E**
 Not applicable (You do not have an Ancillary Benefit)
 – Please go to **Part E**

Note: You are not entitled to a cash payment of your Ancillary Benefit before preservation age and permanent retirement from the workforce.

21. Which types of Ancillary Benefit are you claiming?
- All Types 100% only
OR
 ii) Salary Sacrifice amounts 100% only
 iii) Transfer Amounts 100% only
 iv) Spouse Contributions 100% only
 v) Co-Contributions 100% only
 vi) All Types 100% only
 i) Super Guarantee amounts 100% only

Note: You must claim 100% of each type of Ancillary Benefit you are claiming.

Where do you want your Ancillary Benefit paid?

If you have chosen to have your Member Benefit rolled over to one rollover fund only under **Question 19** above, and you want your Ancillary Benefit paid to the **same** rollover fund, please answer "Yes" to **Question 22**. Otherwise, please complete **Question 23**.

22. Do you want your Ancillary Benefit paid to the **same** rollover fund (one only) where your Member Benefit is being paid under **Question 19** above?
- Yes – go to **Part E**
 No – Please complete **Question 23** below

23. If you are rolling over any of your Ancillary Benefit, give details.

You may roll over to a maximum of two rollover funds.

Cheques will be made payable to the nominated rollover fund(s) and forwarded to the address provided below. A copy of the Rollover Benefits Statement will also be included with your benefit payment letter and sent to your nominated address.

Write the amount for each institution, except write 'BALANCE' for the last (or only) fund.

IMPORTANT: Please ensure your nominated rollover account(s) is active and able to receive deposits from other superannuation funds. Failure to do so will result in the payment being returned to our office.

Name of rollover fund	<input type="text"/>
	<input type="text"/>
Postal address of fund	POSTAL ADDRESS <input type="text"/>
	<input type="text"/>
	SUBURB <input type="text"/> STATE <input type="text"/> POST CODE <input type="text"/>
Fund Identification No.	<input type="text"/>
Australian Business No. (ABN) of rollover fund	<input type="text"/>
	OR
Superannuation Fund No. (SFN)	<input type="text"/>
Rollover Identification No.	<input type="text"/>
Superannuation Product Identification No. (SPIN)	<input type="text"/>
	OR
Membership No. for Fund	<input type="text"/>
Ancillary Benefit type	1) <input type="text"/>
	2) <input type="text"/>
	3) <input type="text"/>
	4) <input type="text"/>

If you would like to roll over your benefit to more than one fund, please attach the same details as above for the second fund.

PART E

Surcharge

24. If you have a Superannuation Contributions Surcharge debt, do you want it:
(Note: Choose one option only.)

Retained as a debt against your preserved benefit

Note: The debt will attract interest but you can make payments against the debt at any time

Deducted from your Member Benefit lump sum

Deducted from any Ancillary Benefit you are claiming

PART F

Identification requirements

25. To protect against fraud, safeguard your benefit and comply with the Government's Anti-Money Laundering and Counter Terrorism Financing Legislation, we need you to provide documentation to prove your identity. Please be aware that under some circumstances we may request further information from you. If you are unable to provide documentation of the type set out below you should speak to an information officer on **1300 006 727**.

All documents provided to confirm your identity must be certified.

You will need to provide certified copies of

- one document from **column A** in the table below, OR
- one document from **column B** AND one document from **column C**

For example, you could provide a certified copy of your driver's licence (from **column A**) OR a certified copy of your birth certificate AND a certified copy of your tax return with your current residential address.

Birth certificate or birth extracts are required to support all applications for children's benefits and where the person is over the age of 18 for identity purposes they must also supply a document from **column A**, **column C** or **photographic ID from the school or college**. Where a child is under school age the claimant must also provide a medicare card or other documentation listing both the caregiver and child.

These documents may be the same as provided to confirm the eligibility of a child of the deceased, and need to be certified.

A	B	C
Driver's licence or permit issued by State or Territory or foreign government	Birth Certificate or Birth Extract, issued by an Australian or foreign Government (either in English or accompanied by English translation prepared by an accredited translator)	Copy of a rates bill with the same address and name as on the application
Passport (current or expired by less than two years)	Australian Citizenship certificate	Copy of an electricity or gas bill with the same address and name as on the application
An identification or proof of age card issued by a State or Territory, containing a photograph	Citizenship certificate issued by a foreign country (either in English or accompanied by an English translation prepared by an accredited translator)	Copy of a tax return letter from the ATO with the same address and name as on the application
A national identity card, containing a photograph, issued by a foreign government (either in English or accompanied by an English translation prepared by an accredited translator)	Pension or other social security/ DVA benefit card	A letter from Centrelink or DVA with the same address and name as on the application
	ADF Discharge papers or an ADF ID card	For a person under the age of 18, a letter from a school principal, within three months of application, stating the name of the student, residential address and period of time the student attended the school

All copies of documents provided to MilitarySuper must be certified as true and correct copies of the original by one of the persons listed in the section **Attachment Reference** at the end of this form.

The person certifying your documentation must confirm in writing that you are the valid holder of the ID that you are presenting and that any copies are true copies of the original.

The certification must include the name, address, occupation, telephone number and registration number (if applicable) of the certifying authority.

If you are providing copies of bills or statements, you should black out any personal financial information or details of transactions in order to protect your privacy. Copies of identification provided will be stored electronically in a secure environment. The paper copies will be securely destroyed. All copies will only be used for the purpose of confirming your identity.

List the documents you have attached to prove your identity:

1. _____
2. _____
3. _____

PART G

Tax File Number

26. Under the *Superannuation Industry (Supervision) Act 1993*, we are 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. We may disclose your TFN to another superannuation provider when your benefits are being transferred, unless you request 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 us your TFN will have the following advantages (which may not otherwise apply):

- we will be able to accept all types of contributions (subject to scheme rules)
- 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 difference superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

If you have already provided your TFN to us, you are under no obligation to provide it again in this application.

Your Tax File Number

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Your Tax File Number remains confidential.

- Please check this box if you do not want MilitarySuper to give your TFN to the Rollover Fund(s)/RSA(s) nominated above.

PART H

Document list

27. If applicable, when you lodge this form, please provide the following documents:

- A copy of the Defence Force's acceptance of long service leave credit
- Certified copies of documents requested to prove your identity

If you joined the Defence Force before 1 July 1983, your eligible service period (for PAYG taxation purposes in respect of any lump sum payments) may include periods of employment recognised for long service leave purposes.

If such a period is not already included in your total period of effective service, you should provide details of the periods if you wish to have them included in your eligible service period. If you claim an additional period, you must attach to this application a copy of the Defence Force's acceptance of the periods for long service leave purposes.

PART I

Member declaration

28. I declare that:

- I have been advised to read the Product Disclosure Statement for the Military Superannuation and Benefits Scheme before completing this application form
- I understand the options available for my benefit entitlement
- the information I have supplied is complete and correct.

I also declare in relation to my Tax File Number (TFN) that:

- I have read and understood the information set out in **Part G** — I understand that supplying my TFN is optional and that if I have not provided my TFN, tax will be deducted at the highest marginal rate
- the TFN I have provided is the same number advised to me by the Australian Taxation Office
- the TFN will be provided to a rollover fund unless I advise you not to.

I understand that if I have not provided all the required information, this application may be returned to me for completion and payment may be delayed.

Signature and date

SIGNATURE									

Date signed

D	D	/	M	M	/	Y	Y	Y	Y

- I do not want my contact details passed to an independent firm commissioned for the purpose of participating in research on the service provided by ComSuper.

PART J

Lodgement

Send the application and declaration to

MilitarySuper
PO Box 22
Belconnen ACT 2616

END FORM

Attachment reference**Persons before whom documents may be certified**

1. A person who is currently licensed or registered under a law to practice in one of the following occupations:

Occupations

- Chiropractor
- Dentist
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Legal Practitioner

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)

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*)
- Authorised representative or officer of an Australian Financial Services licensee, having 2 or more years of continuous service with one or more licensee
- Bailiff
- Bank officer with 2 or more continuous years of service
- Building society officer with 2 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 2 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 2 or more years of continuous service
- Statutory Office holder not otherwise listed

Attachment reference (continued)

- 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 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 2 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 2 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 2 or more years of continuous service who is not specified in another item in this Part
- 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
- Member of the Australasian Institute of Mining and Metallurgy