Defined Benefit Scheme

Payment instruction form

Use this form to tell us how you'd like to take your benefit.

Please use black or blue pen and CAPITAL letters. Use an X in boxes where required.

Before submitting this form, make sure you read your personalised *Benefit options summary* (contact us to request one).

This will help you understand :

- the options available to you
- the current value of your benefits
- the tax and preservation components

You should also read the important information in the:

- *Identification requirements* brochure
- *Cbus Defined Benefit Scheme Product Disclosure Statement (PDS)*

Get a copy at **cbussuper.com.au/forms** or call us on **1300 361 784**.

Preservation rules

Because super was created to help support you when you stop work, Government rules set out when you can take it out. This means that you may not be able to access some or all of your benefits until you reach your preservation age (listed in the table below) or meet another condition of release.

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
1 July 1964 or after	60

To learn more read your PDS or call us on 1300 361 784.

Seek advice if you need help

The decisions you make now can make a big difference to your future so we encourage you to seek financial advice to help you make the right decisions for your needs.

As a Cbus Super member you have access to our Advice Services team who can provide general advice about your super and help you understand your options. For personal and comprehensive advice, we can refer you to an accredited financial planner who meets strict professional qualification and service criteria set by Cbus Super and the Financial Advice Association Australia (FAAA).

Call Advice Services on **1300 361 784** or email **advice@cbussuper.com.au** to find out more.

Step 1: Provide your personal details

Cbus Super member number

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Date of birth D D / M M / Y Y Y Y

Gender ☐ Male ☐ Female

Given name(s)

Family name

Home phone ( ) Work phone ( ) Mobile

Residential address (compulsory)

Suburb/town State Postcode

Postal address (if different from residential address)

Suburb/town State Postcode

Email address (providing your email means you give permission for us to use it)

Tax file number (if you haven't already provided it)

You don't have to give us your tax file number, but there may be tax consequences if you don't. Visit **cbussuper.com.au/tfn** for details.

Step 2: Confirm your eligibility

Select from one of the options below to confirm you're eligible to take some or all of your available benefits:

- ☐ I'm aged 65 or over
- ☐ I'm aged 60 or over and since turning 60 I stopped working
- ☐ I've reached my preservation age and I've stopped work before or after I've reached this age. I'm also not intending to work more than 10 or more hours per week again.
- ☐ I have unrestricted non-preserved super.

Note: You can't use this form for total and permanent invalidity or permanent incapacity payments. Call us to discuss your options.

Step 3: Tell us how you want to take your benefits

Withdrawal benefit

☐ **Immediate cash withdrawal benefit**

You can elect to be paid your immediate cash withdrawal benefit as a lump sum.

Note that if you elect to receive your immediate cash withdrawal benefit, then no further benefits are payable to you and your spouse or de facto will not be eligible for a reversionary pension when you die.

> Go to step 6. (You must also complete step 7, 8, 9 and 10.)

Retirement benefit

You can elect to receive your pension, or to commute some or all of it to a lump sum.

You can transfer any lump sum amounts to a different Cbus Super account or another complying super fund.

☐ **Full pension and lump sum**

Receive your pension benefit as a full indexed lifetime reversionary pension, alongside a lump sum benefit.

> Go to step 5

☐ **Exchange your pension for a lump sum**

Commute some, or all, of your pension to a larger lump sum benefit (now or in future).

> Go to step 4

Step 4: Confirm how much of your pension you want to commute

Only complete this section if you want to commute part or all of your pension into a lump sum.

Commutation options

An application to exchange some or all of your pension for a lump sum can only be made within six months immediately before or after the date you become eligible for a pension benefit (your retirement date). If you don't commute any of your pension benefit when you first become eligible for a pension and you are under age 60, you can still make an election to commute it, at anytime six months before your 60th birthday, or six months after your 60th birthday.

You may elect to commute your pension in two parts, some now and some later. If you elect to commute your pension in two parts, both parts of the lump sum must be taken within 13 months of the later of your retirement date, or your 60th birthday (if you retired before age 60).

If you have not taken the second part of your lump sum by that time, the election is automatically revoked and you have no further opportunities to commute. In this case, you will continue to receive a pension for the part you have not commuted. You may revoke or amend the second part of your election to commute, but you must do this before the 13 months has expired.

If you'd like to commute some or all of your pension into a lump sum, confirm these details below. There are strict rules around when you can commute your benefits so if you intend to commute your pension make sure you confirm this here.

Tell us how much of your benefit you'd like to commute below:

☐ **Option 1: Commute all of my pension to a lump sum.**
You won't receive any pension.

☐ **Option 2: Commute some of my pension.**
Select this option if you want to commute now or in the future.

> **Commute some of my pension:**

☐ At retirement **OR** ☐ At later date of: D D / M M / Y Y Y Y

$ _____ per fortnight

Extra pension to commute at a later date (optional):
If you become eligible for your benefit earlier than the dates you have nominated to commute your pension, then you will be paid your benefit as a pension initially.

$ _____ per fortnight Date: D D / M M / Y Y Y Y

Step 5: Confirm who will receive a reversionary pension if you die

Complete this section unless you have chosen to take your Immediate benefit at step 3.

If you're taking a retirement benefit, your spouse will be entitled to a fortnightly pension if they are still your current spouse at the time of your death. Your spouse can be your legal spouse, de facto spouse or same sex partner. It cannot be a legal personal representative.

Personal details of your spouse to receive your pension if you die:

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Date of birth

D D / M M / Y Y Y Y

Given name(s)

Family name

Relationship to you

Step 6: Confirm how you'd like your lump sum benefit paid

Tell us how you'd like your lump sum benefit paid. This includes any basic benefit and any amounts you've commuted from your pension benefit.

If you have any outstanding debts you can choose to have them deducted from your final benefit or commute part of your pension to pay for any outstanding units.

Debts are shown on your *Benefit options summary* if they apply to you. If you would like to make alternative payment arrangements please contact us.

> **Commute part of my pension to repay my debt**

$

☐ **Deduct any outstanding debts from my lump sum benefit - basic benefit**

Amount: $

How do you want your benefit (if any) paid directly to you?

> **Choose your payment method below:**

☐ **Electronic Funds Transfer (EFT)**

> Make sure you provide your bank details in step 7.

☐ **Cheque** > This will be sent to you by standard post.

How much of your remaining lump sum benefit do you want to defer in the Defined Benefit Scheme? (The option to defer is only available to members who have reached age 65 and continue to work for the same employer.)

☐ **Remaining balance** OR ☐ **Amount:** OR ☐ **None**

$

Pay this portion to me and transfer the remaining balance to my other Cbus Super account.

Not yet a member? Visit cbussuper.com.au/join to join.

☐ **Amount:** OR ☐ **None**

$

> **Which account would you like this transferred to?**

☐ **Cbus Super account**

Member number:

☐ **New Cbus Super Income Stream account**

Member number (if known):

Make sure your transfer is listed on your *Join Cbus Super Income Stream* form as you can only add money to an income stream account when you first set it up.

Step 6: Confirm how you'd like your lump sum benefit paid (continued)

Pay this portion of my lump sum benefit to me and transfer the remaining balance to my other super fund.

> ☐ **Amount:** $ **OR** ☐ **None**

> **Provide the details of your other super fund below:**

Provide the details of your other super fund:

Full name of the fund you're rolling over to

Postal address of the fund you're rolling over to

Suburb/town | State | Postcode

Unique Superannuation Identifier (USI) if applicable | Australian Business Number (ABN)

Note: If you are transferring to a self-managed super fund, you must provide the ABN.

Member number (if known)

Is this a self-managed super fund (SMSF)?

☐ Yes *(Complete the SMSF details below)* ☐ No > Go to Step 7

SMSF details

Account name (this must be the same as the SMSF)

BSB - Account number

Electronic Service Address (ESA)

Important

Your transfer will be rejected if the details on this form don't match the ATO's records. Before you submit this form, contact the ATO to check:

- your full name, date of birth and tax file number
- your SMSF's name, ABN and bank account details
- you have an active electronic service address for your SMSF.

Step 7: Provide your bank details

If you've requested payment of your benefit as an EFT cash withdrawal or pension provide your bank details below:

Name of your bank

Name of bank account holder (must be an Australian account held solely or jointly in your name to receive payments)

BSB - Account number

Step 8: Proving your identity

You need to provide proof of your identity before we can pay you your benefit. Proving your identity ensures your benefit is paid to you and no one else. Select an option to prove your identity:

Option 1: Use electronic identification

By providing my Medicare card details and **either** my driver's licence or Australian passport details, I agree to Cbus Super using these and the other details on this form to verify my identity electronically using independent data sources.

Important: Make sure the details you provide are accurate. If your personal details in Step 1 do not match your electronic identification details, we will not be able to use your personal details to prove your identity. This will delay processing your request as we may require additional certified identification.

Part 1: Medicare details

Full name (including initials – as shown on your Medicare card)

Medicare number

Valid to M M / Y Y Y Y

Your reference number on this card is

> Make sure you also provide either your driver's licence or passport details below.

Part 2a: Australian driver's licence – if you provide passport details below, you don't need to provide licence details here

Given name/s (as shown on your licence)

Family name (as shown on your licence)

Australian driver's licence number

State of issue

Expiry date D D / M M / Y Y Y Y

Card number

Part 2b: Australian passport – if you provide licence details above, you don't need to provide passport details here

Given name/s (including middle name – as shown on your passport)

Family name (as shown on your passport)

Passport number

Place of birth (as shown on your passport)

Country of birth (**not** shown on your passport)

Family name at birth (**not** shown on your passport)

Option 2: Provide certified copies of identification documents

I've attached copies of my certified proof of identity with this form. I understand Cbus Super may use the information from these documents in conjunction with the information on this form to verify my identity electronically using independent data sources.

Note: If you intend to claim a tax deduction for after-tax personal contributions please call us before completing this form or withdrawing funds.

Step 9: Complete this checklist to make sure you're ready to submit your form

- ☐ Have you read and understood the options available to you in your *Benefit options summary*, including any impact your choices might have on your future benefit entitlements?
- ☐ Have you checked that any amounts you've requested in the steps above match the amounts shown in your *Benefit options summary*?
- ☐ If you're requesting a payment, have you provided your bank details?
- ☐ If you're transferring some or all of your benefits, have you provided your account details?
- ☐ Have you completed all sections of the form applicable to you and signed and dated the form?
- ☐ Have you read and understood the important information in the *Cbus Defined Benefit Scheme PDS* and the *Identification requirements* brochure? You can find more about identification requirements at **cbussuper.com.au/cs/id**
- ☐ Have you attached certified proof of your identity (if applicable)?

Step 10: Sign and date this declaration

By signing this form, I declare all of the following:

- I authorise my benefit to be processed as instructed on this form.
- I understand when my full benefit is paid, Cbus Super will be released from all claims, liabilities and obligations.
- I am aware I have the right to request any further information that I need to understand my benefit entitlements and any fees and charges that may apply.
- To the best of my knowledge, all information given on this form is true and correct.
- I am a permanent resident of Australia or New Zealand.
- If Cbus Super receives any employer contributions after my account has been closed, a new account will be opened for me.
- Where the receiving fund is an SMSF, I confirm that I am a member, trustee or director of corporate trustee of the SMSF.
- If I'm retiring, under age 60 and choosing to take both my cashable and preserved pension components, I understand and accept that by choosing to take the preserved pension component of my benefit I am consenting to my pension being non-commutable and forfeiting any future right to commute my pension to a lump sum.
- I understand and accept that if I have elected to take my pension benefit as a cash lump sum, when I die there will be no benefit payable to my estate, spouse or dependent children.
- **If I return this form by email**, I acknowledge and declare that I have read and accepted the terms and conditions of this form and I acknowledge that if I have not applied my physical or electronic signature:
  - If Cbus Super is satisfied that this is a genuine application, they will process the request, including making a payment from my account if I have requested one.
  - In some cases, Cbus Super may request more information to be satisfied this is a genuine application.

Don't forget to claim any tax deductions!

You need to claim any tax deductions for personal contributions before applying for your benefit.

Member signature

Sign here:

Date D D / M M / 2 0 Y Y

Privacy: Please refer to our *Privacy policy* and *Personal information collection statement* at **cbussuper.com.au/privacy** for details about how we collect and disclose personal information, or call **1300 361 784** for a copy.

Post this SIGNED and DATED form back to us with certified ID documents (if required). Or email it to us – visit **cbussuper.com.au/cs/id** to learn how.

Cbus Super
Locked Bag 5056
PARRAMATTA NSW 2124

1300 361 784
8am to 8pm (AEST/AEDT)
Monday to Friday

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cbussuper.com.au
Log in to chat to us online

Visit us in person in Adelaide, Brisbane, Melbourne, Perth and Sydney.
Details: **cbussuper.com.au/contact**

United Super Pty Ltd ABN 46 006 261 623 AFSL 233792 as Trustee for the Construction and Building Unions Superannuation Fund ABN 75 493 363 262 (Cbus and/or Cbus Super)