Application for family law payment

Use this form to apply for a super payment following a separation or divorce, once a court order is made or you reach a superannuation agreement.

You can read our *Super and divorce* fact sheet at **cbussuper.com.au/forms** for more information about how super is treated when a relationship breaks down. It explains the process and the documentation you need to provide.

Completing this form

Please ensure all fields are completed. Your payment can't be processed until we receive:

- a copy of a sealed court order or sealed consent order, **or**
- a certified copy of a superannuation agreement, certificates of independent legal advice and Decree Absolute or separation declaration.

You'll need to tell us how you want the family law payment paid:

- as a cash withdrawal (if you're eligible), **or**
- as a rollover to your nominated super fund, **or**
- rolled over into a new or existing Cbus Super account.

Accessing super as cash

To access super as cash, you need to meet a condition of release as outlined on Step 5 of this form.

Will you be taxed on your withdrawal?

The amount of tax on super withdrawals will depend on your age, the amount of your payment and the components of the super lump sum.

If you're under age 60, your lump sum withdrawal may be subject to tax. If you're aged 60 or over, withdrawals are tax free.

For more information please head to **ato.gov.au**.

You can join Cbus Super

If you'd like to open a new Cbus Super account, go to **cbussuper.com.au/join** to join in four easy steps. Then you can write your new account number on this form.

Why choose Cbus Super?

Cbus Super is the industry super fund for more than **925,000** workers who help shape Australia, no matter the industry. We manage more than **$105 billion in members' funds**, making us one of the largest industry super funds in Australia.

Through strong long-term returns[1], competitive fees, and investing back into the sectors that our members work in, we help our members' hard work pay off in their retirement. Head to **cbussuper.com.au** to find out more.

Providing proof of your identity

You'll need to provide proof of your identity if you're making a cash withdrawal or rolling over to a self managed super fund (SMSF). This keeps your money safe and ensures it only goes to you.

The simplest way to provide proof of your identity is by authorising us to complete an electronic identity check using this form. Alternatively, you can use Selfie ID or Certified ID, as described below.

Electronic ID (see Step 7 of the attached form)

Complete **Step 7** of this form. You'll need your **Medicare card** and **driver's licence** or **passport** so we can verify your identity electronically.

Email (Selfie ID)

Email us your form and electronic copies (scanned or clear photos) of your ID as described below:

1. A photo of you holding your Australian driver's licence (both sides) or passport, **and**
2. Copies of supporting documents as listed below in Post or in person (Certified ID). **If emailing, these documents don't need to be certified**.

The selfie needs to be close up so we can read the writing on your ID.

Post or in person (Certified ID)

Send **certified copies** of these documents to us by post:

1. Australian driver's licence (both sides) **or** passport, **and**
2. Bank statement (dated within 6 months) where your payment will be made, **and**
3. One of the following:
   - phone, electricity, gas or water bill (dated within 3 months)
   - council rates or ATO notice (dated within 12 months)
   - birth certificate/extract, citizenship certificate or pension card.

To get your ID certified, you can visit a Cbus Super front counter (visit **cbussuper.com.au/contact** for locations) or read our *ID Requirements* brochure at **cbussuper.com.au/id** for more ways to certify your documents.

Responding to our letter

If we've sent you a letter and asked you to complete this form, but you don't return it within 28 days, we'll create a Cbus Personal Super account for you, transfer your payment into the new account and write to you confirming the details.

Need help?

Call **1300 361 784** or email us at **familylaw@cbussuper.com.au**. Our Family Law team will be happy to help.

[1] Past performance is not a reliable indicator of future performance. All figures stated are as at 30 June 2025 unless otherwise noted.

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). 1538.7 09-25 ISS5

Application for family law payment

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

Step 1: Provide your personal details

Cbus Super member number (if applicable)

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Date of birth

D D / M M / Y Y Y Y

Gender

X Male X Female

Given name(s)

Family name

Home phone

( )

Work phone

( )

Mobile

Residential address (compulsory)

Suburb/town

State

Postcode

Postal address (if different from residential)

Suburb/town

State

Postcode

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

Tax file number

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: Provide details of member whose super is being split (your ex-partner)

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Ex-partner's given name(s)

Ex-partner's family name

Ex-partner's date of birth

D D / M M / Y Y Y Y

Ex-partner's Cbus Super member number

Step 3: Choose how you would like your family law payment to be made

Please select how you would like your family law payment to be made from the options below.

☐ Please roll out the payment to my nominated super fund. > Go to **Step 4**

☐ I would like the payment made directly to me either by EFT or cheque > Go to **Step 5**

☐ Please roll the payment into my Cbus Super account or open a new Cbus Super account > Go to **Step 6**

Step 4: Roll over to another super fund

Full name of the fund you're rolling over to

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 8**

SMSF details

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

BSB

-

Account number

Electronic Service Address (ESA)

> Go to **Step 7**

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 the following details have been lodged with them:

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

Step 5: Cash withdrawal

Choose the statement that applies to you (one only):

- ☐ I am aged 65 or over
- ☐ I am age 60 or over, retired, and don't plan to work 10 or more hours a week in the future.
- ☐ I am age 60 or over, and stopped working for an employer since turning 60.

Choose one of the following options:

☐ Electronic Funds Transfer (EFT)

Name of bank account holder

Name of Australian bank/financial institution

BSB ___ - ___ Account number

Note: An EFT payment can only be made to an Australian bank account. The nominated account must be in your name or a joint account in your name, otherwise payment will be made by cheque.

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

> Go to **Step 7**

Step 6: Pay into a Cbus Super account or join Cbus Super

If you have an existing account with us, we can make the payment directly into that account.

☐ Tick here if you would like the payment to be made into your Cbus Super account as noted in **Step 1**.

If you don't have a Cbus Super account but you'd like to become a member, go to **cbussuper.com.au/join** to join in four easy steps. Then write your new member number at **Step 1**.

> Go to **Step 8**

Step 7: Provide proof of your identity

If you're making a cash withdrawal or transferring to a SMSF, choose how you'll provide proof of your identity:

- ☐ Electronic ID (this is the easiest way) > Write down the details of your ID below, then go to **Step 8**.
- ☐ By email (Selfie ID) > Go to **Step 8** and email us your documents as described above.
- ☐ By post (Certified ID) > Go to **Step 8** and provide certified copies of your documents as described above.

Electronic ID

Important: Please complete all fields below so we can complete an electronic ID check. If your personal details in **Step 1** don't match your ID details, we won't be able to verify your identity. This will delay your request as we may ask for additional certified identification. Please give us a call if you need help with this.

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 ___

Part 2: Either Australian driver's licence or passport – you don't need to supply both

Driver's licence number

Full name including middle name as shown on licence

State of issue ___ Expiry date D D / M M / Y Y Y Y

Driver's licence card number

Need help finding your driver's licence card number? Head to **cbussuper.com.au/IDhelp** for instructions.

Passport number ___ Expiry date D D / M M / Y Y Y Y

Issuing country/authority

Full name including middle name as shown on passport

Place of birth as shown on your passport

Country of birth (this isn't shown on your passport)

Family name at birth (this isn't shown on your passport)

Step 8: Confirm your order or agreement documents are attached

- ☐ I've attached a copy of a sealed court order or sealed consent order.
- ☐ I've attached a certified copy of a superannuation agreement[1], certificates of independent legal advice and Decree Absolute or separation declaration.
- ☐ I've already provided a copy of a sealed court order or sealed consent order, **or** a certified copy of a superannuation agreement[1], certificates of independent legal advice and Decree Absolute or separation declaration.

[1] All certified copies must have original signatures.

Step 9: Declaration

- The information provided on this form is correct and will be used to action my request. I have read the *Privacy Policy* and *Privacy Information Collection Statements* and I understand how Cbus Super will use my personal information.
- I understand Cbus Super may use the information on this form along with any documents I provide to verify my identity electronically using independent data sources.
- **If I return this form by email,** I acknowledge and declare that I have read and accepted the terms and conditions of this *Application for family law payment* 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, Cbus Super will process the request, including making a payment if I have requested one.
  - In some cases, Cbus Super may request more information to be satisfied this is a genuine application.

Sign here:

Date D D / M M / 2 0 Y Y

Privacy: Please refer to the *Privacy Policy* and *Personal Information Collection Statements* at **cbussuper.com.au/privacy** for details about how we collect and disclose personal information, or call **1300 361 784** for a copy.

Please sign and return this form by post, email or in person – our details are below.

Remember to include:

- ☐ A copy of your documents as outlined in **Step 8** (if you haven't provided them already)
- ☐ Proof of identity documents (if required and not given in **Step 7**).

If you need help providing proof of identity, visit **cbussuper.com.au/id**. You can also call us, visit a front counter or reach out to your local Coordinator – head to **cbussuper.com.au/contact** to find their details.

Cbus Super
Locked Bag 5056
PARRAMATTA NSW 2124

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

familylaw@cbussuper.com.au
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**