Retirement 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 Retirement 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 of 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 your 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've not reached early retirement age (usually 58) but I'm permanently retiring and 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, partial and permanent invalidity or permanent incapacity payments. Call us to discuss your options.

## Step 3: Select your option/s

The options available to you will depend on your age and the reason you're accessing your benefit – refer to your *Benefit options summary* for full details and to check which options you're eligible for.

**If you're retiring, how do you want to take your benefit?**

Early retirement is between age 58 and 65 for most members, but is age 55 to 65 for some members.

You can generally select more than one option below – check your *Benefit options summary* for details.

- ☐ **Defer your retirement benefit**
  > Complete step 4.
  ⓘ **You'll give up your entitlement to a lifetime pension (if you're eligible for one).**
- ☐ **Be paid your retirement benefit as a cash lump sum** (you must meet a condition of release in step 2)
  > Complete step 5.
- ☐ **Transfer your retirement benefit lump sum to a different Cbus Super account**
  > Complete step 6.
- ☐ **Transfer your retirement benefit lump sum to a complying super fund**
  > Complete step 7.
- ☐ **Convert your employer financed benefit to a lifetime pension** (if eligible – check your *Benefit options summary*)
  > Complete step 8.

**If you've stopped working because you've resigned (or been discharged or dismissed), select your options below:**

If you're leaving your scheduled employer before your early retirement age, it's important to consider how your choice of payment/s could impact the final amount you receive. In some cases you may need trustee approval to take your benefits.

You can generally select more than one option below – check your *Benefit options summary* for details.

- ☐ **Defer your benefit**
  This option could help you access a higher benefit at a later date (i.e. at retirement).
  > Complete step 4.
- ☐ **Be paid your immediate benefit as a cash lump sum** (you must meet a condition of release in step 2)
  > Complete step 5.
- ☐ **Transfer your immediate benefit to a different Cbus Super account**
  > Complete step 6.
- ☐ **Transfer your immediate benefit to a complying super fund**
  > Complete step 7.
- ☐ **Continue your scheme membership through another scheduled employer** (call us to check you're eligible)
  > Complete step 10.

ⓘ **You can be paid or transfer the amounts in your basic benefit (defined amount and/or other contributions) account. If you request a higher amount before reaching your early retirement age, you may be giving up part of your employer financed benefit. Have you considered deferring some of your benefit instead? Call us to discuss your options.**

**If you've been retrenched, how do you want to take your benefit?**

You can generally select more than one option below – check your *Benefit options summary* for details.

- ☐ **Defer your retrenchment benefit**
  > Complete step 4.
- ☐ **Be paid your retrenchment benefit as a cash lump sum** (you must meet a condition of release in step 2)
  > Complete step 5.
- ☐ **Transfer your retrenchment benefit to a different Cbus Super account**
  > Complete step 6.
- ☐ **Transfer your retrenchment benefit to a complying super fund**
  > Complete step 7.
- ☐ **Continue your scheme membership through another scheduled employer** (call us to check you're eligible)
  > Complete step 10.

**If you're still working, how do you want to take your benefit?**

**Under age 65 option:**

- ☐ **Transfer your other contributions account to a complying super fund**
  > Complete step 7.

Over age 65? You can generally select more than one option below – check your *Benefit options summary* for details.

**Over age 65 options:**

- ☐ **Defer your benefit up to age 70**
  > Complete step 4.
- ☐ **Be paid your available benefit as a cash lump sum**
  > Complete step 5.
- ☐ **Transfer your benefit to a different Cbus Super account**
  > Complete step 6.
- ☐ **Transfer your benefit to a complying super fund**
  > Complete step 7.
- ☐ **Convert your employer financed benefit to a lifetime pension (if eligible)**
  > Complete step 8.

## Step 4: How much of your benefit do you want to defer?

**Tell us how much of your benefit you'd like to defer in the Cbus Retirement Scheme below:**

☐ **None of my benefit**
> Go to step 5.

☐ **All of my benefit**
> Go to step 11.

☐ **Any remaining balance after taking my other benefits as described in this form below**
> Go to step 5.

## Step 5: How much of your benefit do you want to take as a cash withdrawal?

**Tell us how much of your benefit you'd like to be paid to you in cash below:**

☐ **None of my benefit**
> Go to step 6.

☐ **All of my benefit**
> Continue below.

ⓘ **Have you resigned (or been discharged or dismissed before reaching your early retirement age)?**

**Read the warning on page 2 so you don't request too much and accidentally give up some of your benefits.**

☐ **Part of my benefit** > Select one of the options below:

☐ Any unrestricted non-preserved super

**OR**

☐ This amount from my basic benefit – other contributions account:

$ ,

**OR**

☐ This amount from my combined basic benefit – other contributions **and** basic benefit – defined amount accounts:

$ ,

**OR**

☐ This amount from my total benefits:

$ ,

> Continue below.

**Choose your payment method below:**

☐ **Electronic Funds Transfer (EFT)** > Make sure you provide your bank details in step 9.

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

## Step 6: How much of your benefit do you want to transfer to a Cbus Super account?

**Tell us how much of your benefit you'd like to transfer to a Cbus Super account:**

☐ **None of my benefit**
> Go to step 7.

☐ **All of my benefit**
> Continue below.

ⓘ **Have you resigned (or been discharged or dismissed before reaching your early retirement age)?**

**Read the warning on page 2 so you don't request too much and accidentally give up some of your benefits.**

☐ **Part of my benefit** > Select one of the options below:

☐ This amount from my basic benefit – other contributions account:

$ ,

**OR**

☐ This amount from my combined basic benefit – other contributions **and** basic benefit – defined amount accounts:

$ ,

**OR**

☐ This amount from my total benefits:

$ ,

> Continue below.

**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.

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

## Step 7: How much of your benefit do you want to transfer to another super fund?

**Tell us how much of your benefit you'd like to be transferred to another complying super fund:**

☐ **None of my benefit**
> Go to step 8.

☐ **All of my benefit**
> Continue over the page.

ⓘ **Have you resigned (or been discharged or dismissed before reaching your early retirement age)?**

**Read the warning on page 2 so you don't request too much and accidentally give up some of your benefits.**

☐ **Part of my benefit** > Select one of the options below:

☐ This amount from my basic benefit – other contributions account

$ ,

**OR**

☐ This amount from my combined basic benefit – other contributions **and** basic benefit – defined amount accounts:

$ ,

**OR**

☐ This amount from my total benefits:

$ ,

> Continue over the page.

## Step 7: How much of your benefit do you want to transfer to another super fund? (continued)

**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 8.

**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 8: If eligible, how much of your employer financed benefit (EFB) do you want to convert to a lifetime pension?

Only complete this section if you're eligible for a lifetime pension. If you're eligible, this will be shown as the second option on your *Benefit options summary* (call us if you need help). Make sure you also tell us how you want to take your remaining benefits.

**Tell us how much of your EFB you'd like to convert to a lifetime pension:**

☐ **None of my EFB**
> Go to step 9.

☐ **All of my EFB**
> Continue below.

☐ **Part of my EFB**
Percentage: ___ %
> Continue below.

**If you're a former member of the NSW Retirement Fund, tell us what type of pension you want:**
(Note: If you're not a former member of the NSW Retirement Fund, your pension will be reversionary so make sure you nominate your beneficiary below.)

☐ Non-reversionary (means it **won't** be paid to your spouse when you die) > Go to step 9.

☐ Reversionary (means it **will** be paid to your spouse if you die)

**Nominate your reversionary beneficiary:**
A reversionary pension will be paid to your eligible spouse (including a de facto or same sex spouse).

Title
☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

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

Given name(s)

Family name

## Step 9: 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 10: Continue your membership in the Retirement Scheme

Only complete this section if you're moving, or have moved, to an eligible employer within the permitted time period and want to continue as a contributing member of the Retirement Scheme. Call us to check you're eligible. You'll also need to complete the *Transfer to Cbus Retirement Scheme* form (ask us for a copy).

If you choose this option you can't request a payment, or rollover any part of your benefit.

**Confirm your new employer's details below:**
I have started (or intend to start) working with:

Employer name

Start date

D D / M M / 2 0 Y Y

## Step 11: 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.

## Step 12: 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 *Retirement Scheme PDS* and the *Identification requirements* brochure?
- ☐ Have you attached certified proof of your identity (if applicable)?

## Step 13: Sign and date this form

**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, including insurance cover and any fees and charges that may apply.
- I understand any insurance arrangements with Cbus Super will stop from the date that the full benefit is paid.
- 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 unless I have chosen to continue my membership in the Retirement Scheme (at step 10 above).
- Where the receiving fund is an SMSF, I confirm that I am a member, trustee or director of corporate trustee of the SMSF.
- I understand and accept that if I've resigned (or been discharged or dismissed) and withdraw or transfer a portion of my benefit that's greater than the current value of my basic benefit and other contributions account I may give up part of my employer financed benefit.
- I understand that if my investable components are invested in more than one investment option, my benefit will be drawn proportionately across each option in line with my current investment choice election.
- **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

**cbusenq@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**



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)