

# Make a Withdrawal from an Accumulation Account

## When to use this form

Use this form to withdraw money from your QSuper Accumulation account. If you are withdrawing money to open a Retirement Income account or purchase a Lifetime Pension, do not fill in this form. Instead, complete the Open a Retirement Income Account and/or Lifetime Pension form, which is available at the back of the Product Disclosure Statement for Income Account and Lifetime Pension at [qsuper.qld.gov.au/pds](http://qsuper.qld.gov.au/pds)

Please complete this form in **BLOCK** letters, in blue or black ink.

### Save time

You can withdraw money from your Accumulation account quickly and easily in Member Online at [memberonline.qsuper.qld.gov.au](http://memberonline.qsuper.qld.gov.au)

#### 1 Personal details

Client number

You can find your client number on your annual statement or by logging in to Member Online.

Title

First name/s

Last name

Previous name<sup>1</sup> (if we know you by another name)

Date of birth (dd/mm/yyyy)

Home phone number

Mobile phone number

Work phone number

Email address

Residential address

State

Postcode

Postal address

As above

State

Postcode

#### 2 Accessing your super

Your super is designed to provide for you in retirement, so you generally cannot access it until you've met what's known as a condition of release. Let us know which of the following applies to you:

I have reached age 60 and **permanently retired**, and do not intend to ever work again 10 hours or more per week in the future.<sup>2</sup>

I have ended my employment arrangement on or after age 60.

I am aged 65 or over.

I have met a condition of release which the Trustee has previously approved.

I am withdrawing an amount from the unrestricted non-preserved part of my super (the part of my super I can access).

Last day of work (if applicable) (dd/mm/yyyy)

Employer name

<sup>1</sup> If your name has changed and you work for the Queensland Government or default employer, let your payroll office know and they will let us know. Otherwise, please send us a certified copy of either a marriage certificate or other legal change of name document.

<sup>2</sup> This declaration relates to your intention now and does not mean you could not return to part-time or full-time work if your circumstances change in the future.

### 3 Withdrawal amount

I want to withdraw (net)<sup>3</sup>

\$

OR

(You will need to keep a minimum of \$10,000 in your QSuper Accumulation account when you make a lump sum withdrawal. This minimum balance will apply unless you are withdrawing all of your funds and closing your account.)

I want to withdraw all of my benefit. I understand this means my account will be closed and any insurance cover cancelled.

If you intend to claim a tax deduction for non-concessional contributions paid to your QSuper account, it's important to request and finalise the tax deduction, before this money is transferred out of your Accumulation account.

For more information on claiming a tax deduction, including eligibility and how to claim, please refer to our *Notice of Intent to Claim or Vary a Deduction for Personal Super Contributions* form and factsheet, available at [qsuper.qld.gov.au/forms](http://qsuper.qld.gov.au/forms) or call us on **1300 360 750** to discuss your options.

### 4 Withdrawing from your investments

If you are not withdrawing all your super, you need to tell us how we should withdraw money from your investment options. If you do not specify a preference, we will withdraw money proportionally from all your investment options.

Investment option	Withdrawal percentage
<b>Our lifecycle option</b>	
Lifetime	<input type="text"/> %
<b>Diversified options</b>	
High Growth	<input type="text"/> %
Balanced	<input type="text"/> %
Conservative-Balanced	<input type="text"/> %
Conservative	<input type="text"/> %
Balanced Risk-Adjusted	<input type="text"/> %
Socially Conscious Balanced	<input type="text"/> %
High Growth Index	<input type="text"/> %
Balanced Index	<input type="text"/> %
VPP (closed)	<input type="text"/> %
<b>Asset class options</b>	
Australian Shares Index	<input type="text"/> %
International Shares Hedged Index	<input type="text"/> %
International Shares Unhedged Index	<input type="text"/> %
Listed Property Index	<input type="text"/> %
Unlisted Assets	<input type="text"/> %
Bonds Index	<input type="text"/> %
Cash	<input type="text"/> %
<b>Total</b>	<input type="text"/> %

(Percentages must add up to 100%)

## 5 Receiving your payment

We can only make payments into an Australian bank, credit union, or building society account in your name or a joint name. This means we cannot make payments into a business, trust, or loan account.

If you provide incorrect details, there could be a delay in your payment or a loss of interest, and we cannot accept responsibility for this.

Use the most recent bank details I've provided for my previous withdrawals

OR

Use the below bank details for this payment:

**Bank name**

**Branch (BSB) number**      **Account number**

**Account name** (e.g. John & Jane Citizen)

## 6 Proof of Identity

You can prove your identity by either:

### Option 1 – Electronic verification (Preferred)

(not available for people currently living overseas)

To prove your identity electronically, please provide us with your driver's licence or passport number.

As part of the electronic verification process, we will submit your document details (for example, your driver's licence number) to third party credit reporting agencies (CRAs) and/or the Australian Government's Document Verification Service (DVS) for the purpose of confirming your identity. The DVS checks whether the information you provide matches the original records held by the relevant authorities. A CRA may check your information against the DVS and/or against records in your credit information file.

We will only use the information you provide to verify your identity and not for any other purpose. A CRA does not give us access to your credit related information, such as credit card and loan applications.

More information about the DVS is available on the Australian Government's IDMatch website at [idmatch.gov.au](http://idmatch.gov.au). More information on how we electronically verify your identity and your rights is available in our Proof of Identity Requirements fact sheet available at [qsuper.qld.gov.au/factsheets](http://qsuper.qld.gov.au/factsheets)

**By checking this box, I confirm** I am authorised to provide the personal details presented. I confirm I have read and understood the process for verifying my identity and my rights in the Proof of Identity fact sheet and consent to my information being verified electronically via submission to the DVS and/or a CRA.

**Driver's licence number**      **State of issue**

If using your driver's licence as proof of identity, please also give us your driver's licence card number, which is different to your licence number.

**Driver's licence card number**

OR

**Passport number**      **Previous name**

**Country of birth**

OR

### Option 2 – Document-based verification

If you do not consent to us verifying your identity using the DVS or via a CRA, we may verify your identity in other ways but this may take longer. Refer to our Proof of identity factsheet at [qsuper.qld.gov.au/factsheets](http://qsuper.qld.gov.au/factsheets) for instructions on how to prove your identity using your identity documents.

## 7 Declaration and authorisation

- I understand that if I have not provided my Tax File Number (TFN), I may be liable to pay additional tax.
- I understand that if I have a surcharge debt, the Trustee will deduct this before making the payment.
- If I am withdrawing all my super from my Accumulation account, I understand that I will not be able to claim a tax deduction on contributions paid to my QSuper account (or vary a deduction I claimed in a previous notice), my account will be closed and all my insurance will cease.
- I am the person named on this form, or have a power of attorney to act on the member's behalf.
- The information I have given on this form is true and correct.

Name

Signature

(Please sign in blue or black pen – We do not accept electronic signatures on this form.)

Date signed (dd/mm/yyyy)

## Where to send this form

Please send your completed form to us by:

Post

QSuper  
GPO Box 200  
Brisbane QLD 4001

Email

qsuper@qsuper.qld.gov.au

We will do our best to process your request within 7 working days of receiving your form and all of the required information. This might take us longer during busy periods.

## 8 Checklist

Please use the below checklist to help make sure you give us all the information we need to process your request.

**If you want to prove your identity via the document-based method**, please refer to our Proof of identity factsheet at [qsuper.qld.gov.au/factsheets](https://qsuper.qld.gov.au/factsheets) for instructions on how to prove your identity using your identity documents.

**If we know you by another name**, please attach certified copies of your marriage certificate or another legal change of name document.

**If signing as a power of attorney** and you have not previously submitted this, please attach a certified copy of the power of attorney documentation.

You must also complete proof of identity requirements for you and the member (read the Proof of identity factsheet for more details).

**If you have not previously provided your Tax File Number (TFN)** and wish to supply this, please update via Member Online or by completing the Tax File Number notification form available on our website. To protect your privacy, please do not write your TFN on this form.

### Member Centres

Visit [qsuper.qld.gov.au/membercentres](https://qsuper.qld.gov.au/membercentres) for locations

### Member Services team

Phone 1300 360 750  
Overseas +61 7 3239 1004  
Monday to Friday 8.00am – 6.00pm (AEST)

Postal address GPO Box 200, Brisbane QLD 4001  
Email [qsuper@qsuper.qld.gov.au](mailto:qsuper@qsuper.qld.gov.au)  
Fax 1300 242 070  
Website [qsuper.qld.gov.au](https://qsuper.qld.gov.au)

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