

Make a Withdrawal from an Accumulation Account

When to use this form

Use this form to withdraw money from your Accumulation account. If you are withdrawing money to open an Income account, do not fill in this form. Instead, you need to open an Income account through Member Online at memberonline.qsuper.qld.gov.au or by completing an *Open an Income Account* form, which is available at the back of the *Product Disclosure Statement for Accumulation and Income Accounts* at qsuper.qld.gov.au/forms

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

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

Last name

Previous name¹ (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 my preservation age and **permanently retired**, and do not intend to ever work again 10 hours or more per week in the future.²
- 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 QSuper 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)

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Employer name

¹ 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.

² 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)

\$

(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.)

OR

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 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	Investment option	Withdrawal percentage
Lifetime	<input type="text"/> %	Cash	<input type="text"/> %
Moderate	<input type="text"/> %	Diversified Bonds	<input type="text"/> %
Balanced	<input type="text"/> %	International Shares	<input type="text"/> %
Socially Responsible	<input type="text"/> %	Australian Shares	<input type="text"/> %
Aggressive	<input type="text"/> %	VPP (closed)	<input type="text"/> %
		Total <small>(must add up to 100%)</small>	<input type="text"/> %

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.

You should know that 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.

Bank name

Branch (BSB) number

Account number

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

6 Providing your tax file number (TFN)

Under the *Superannuation Industry (Supervision) Act 1993*, your super fund is authorised to collect your tax file number (TFN), which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. If you transfer your super to another fund we may disclose your TFN to the other super provider unless you tell us not to in writing. It is not an offence not to quote your TFN. However, providing your TFN to your super fund will have the following advantages (which may not otherwise apply):

- Your super fund will be able to accept all types of contributions to your account(s)
- The tax on employer contributions to your super 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 super benefits
- It will make it much easier to trace different super accounts in your name so that you receive all your super benefits when you retire.

Your TFN

If we have already have your TFN, you do not need to give it to us again.

7 Finding your other super

If we have your TFN and you give us permission, we can use it to find any other super you may have. This could include lost super, other active accounts, and any other money held by the Australian Taxation Office (ATO).

If we find any other super, we will contact you to ask whether you want us to consolidate it into your QSuper account. If you change your mind, you can call, write, or email to let us know.

By providing us with your TFN and personal details, you give us permission to use your TFN to contact other super funds and the ATO to find out if you have other superannuation monies, to receive the results of any ATO searches of the ATO's super records, to receive transfers or payments of any amount identified through the search process and otherwise assist in consolidating your super accounts.

I want QSuper to find my other super.

8 Proving your identity

You can prove your identity by either:

Option 1 – Electronic identification

(not available for people currently living overseas)

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

From here QSuper will provide your name, address and date of birth to a credit reporting agency (CRA) to check if your personal information matches your credit information file with the CRA. This will allow us to verify you under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* before making your payment. It doesn't give us access to other information about you, our request won't be recorded on your credit information file and the CRA can't use it for anything else. If we cannot identify you in this way, we will write to you advising the name of the CRA and another way to verify your identity.

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder.

Driver's licence number

State of issue

Passport number

Previous name

Country of birth

OR

Option 2 – Certified identification

You can post, email or fax us certified copies of your identification document as explained in the *Proving Your Identity* factsheet on our website.

9 What you need to attach to your form

- If you told us in section 8 that you want to prove your identity via the paper method**, please attach certified copies of your identification documents.
- If we know you by another name**, please attach certified copies of your marriage certificate or another legal change of name document.
- If you're signing as a power of attorney and you have not already given us a certified copy of your power of attorney documentation**, please attach it to this form. Make sure you attach certified copies of both your and the member's identification documents.

For more information on how to get certified copies, or what you need to provide to confirm your identity, read our *Proving Your Identity* factsheet at qsuper.qld.gov.au/factsheets

10 Declaration and authorisation

- I understand if there is a surcharge debt or tax I need to pay on my benefit, QSuper will deduct this before withdrawing my money.
- I understand that any insurance I already hold or receive as a result of submitting an application for an Accumulation account will be cancelled by QSuper in certain circumstances.³
- 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 QSuper (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 – QSuper does not accept electronic signatures on this form.)

Date signed (dd/mm/yyyy)

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Where to send this form

Please send your completed form and supporting documents to us by:

Post

QSuper
GPO Box 200
Brisbane QLD 4001

Email

qsuper@qsuper.qld.gov.au

What happens next

We will do our best to process your payment within seven working days of receiving your form and all the required information. It might take us a little longer during very busy periods.

If we need to confirm any of the information that you've provided, we will contact you.

If you have any questions while completing this form, please call us on **1300 360 750**.

Personal advice about your finances

To help you get the most out of your money, you might want to get some personal financial advice. As a QSuper member, you have access to personal advice from QInvest.⁴ To book an appointment, call **1800 643 893** or visit **qinvest.com.au**

³ There are various circumstances when cover will end. See the *Accumulation Account Insurance Guide* available at qsuper.qld.gov.au/pds

⁴ QInvest Limited (ABN 35 063 511 580, AFSL 238274) is a separate legal entity responsible for the financial services it provides. Advice fees may apply. Refer to the *Financial Services Guide* for more information.

Member Centres

70 Eagle Street, Brisbane

63 George Street, Brisbane

Sunshine Coast University Hospital, Ground Floor,
Main Hospital Building, 6 Doherty Street, Birtinya

Member Service team

Phone 1300 360 750

Overseas +61 7 3239 1004

Monday to Thursday 8.30am – 5.00pm (AEST)
Friday 9.00am – 5.00pm (AEST)

Postal address GPO Box 200, Brisbane QLD 4001

Email qsuper@qsuper.qld.gov.au

Fax 1300 242 070

Website qsuper.qld.gov.au

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