

Make a Withdrawal from an Income Account (including Transition to Retirement Income accounts)

When to use this form

Complete this form if you want to make either a lump sum withdrawal from your Income account, or transfer funds from your Retirement Income account or Transition to Retirement Income account to your existing QSuper Accumulation account.

If you don't already have a QSuper Accumulation account, you will need to open one first in Member Online or using the *Open an Accumulation Account* form.

Do not complete this form if you want to:

- Transfer funds to another super fund – instead complete our *Transfer to Another Super Fund* form.
- Change your regular Income account payments – you can instead make the changes via Member Online at memberonline.qsuper.qld.gov.au or complete our *Update an Income Account and/or Lifetime Pension* form.

All our forms are available at qsuper.qld.gov.au/forms or you can call us to request a copy.

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

1 Your personal details

You can find your client number on your annual statement or by logging into Member Online at memberonline.qsuper.qld.gov.au

Title	Date of birth (dd/mm/yyyy)	Client number on your account	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
First name			
<input type="text"/>			
Middle name			
<input type="text"/>			
Last name ¹			
<input type="text"/>			
Home phone number	Work phone number	Mobile phone number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address			
<input type="text"/>			
Residential address			
<input type="text"/>			
<input type="text"/>			
State	Postcode	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postal address	<input type="checkbox"/> Same as residential		
<input type="text"/>			
<input type="text"/>			
State	Postcode	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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 Tell us how to withdraw or transfer

Please choose one:

Withdraw a lump sum from my Retirement Income account

OR

Withdraw a lump sum from my Transition to Retirement Income account (complete section 3)

OR

Transfer money from my Retirement Income account or Transition to Retirement Income account to my existing QSuper Accumulation account

If you have more than one Income account with us, please specify which account you want to make a withdrawal from.

Income account number

3 Condition of release declaration (for Transition to Retirement Income accounts only)

You need to meet one of the conditions below to withdraw money.

I want to withdraw an amount from the unrestricted non-preserved part of my super (the part of my super I can access).

OR

I have met one of the following conditions:

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 years or over.

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

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

4 Withdrawal or transfer amount

We will use your existing payment preferences when making this withdrawal. You can change your payment preference at any time by logging in to Member Online or by submitting a *Switch Investments in an Income Account* form.

I want to withdraw/transfer (net):

\$

OR

You will need to keep a minimum of \$10,000 in your QSuper account if you would like to 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 Income account benefit.

Tax may be payable on this withdrawal and generally applies if you are under age 60. If applicable, we will deduct any tax before the payment is made.

5 Payment method for your withdrawal

Please choose where you want your payment made.

Option 1 – Lump sum withdrawal

Pay the money into the same bank account used for my regular income payments.

OR

Pay the money into the bank account below. We can only make payments into an Australian bank, credit union, or building society account that's in your name or a joint name. This means we can't 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)

OR

Option 2 – Transfer my funds to a QSuper Accumulation account

My existing QSuper Accumulation account number:

If you don't have an Accumulation account yet

You can open a QSuper Accumulation account in Member Online (memberonline.qsuper.qld.gov.au) or with the *Open an Accumulation Account* form (qsuper.qld.gov.au/forms). Then you can return to complete this form.

6 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 the Trustee 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

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 – 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.

7 Attachments to send with this form

If you are proving your identity using the paper method, please attach certified copies of your identity documents as explained in our *Proving Your Identity* factsheet at qsuper.qld.gov.au/factsheets

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 haven't already given us a certified copy of your power of attorney documentation, please attach it to this form. You must also attach certified copies of your and the member's identification documents.

8 Declaration and authorisation

- I am the person named on this form, or I have a power of attorney to act on the member's behalf.
- The information I have given on this form is true and correct.
- I understand that if I have not provided bank account details on this form, that the Trustee will pay my withdrawal to the bank account that I have previously supplied (if applicable).

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 3 working days of receiving your form and all the required information. This might take us longer during busy periods.

If you have questions

If you need any help completing this form, please call us on **1300 360 750**.

We value your security, and we recommend that you don't keep copies of sensitive information in your email account, or cloud storage service, to protect yourself in the event your account or password are ever compromised.

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Member Centres

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63 George Street, Brisbane

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

Member Services team

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