

# Withdraw or transfer your income stream



Use this form if you wish to:

- make a withdrawal from your income stream
- transfer your income stream to another provider
- transfer your balance to your Aware Super superannuation account.

Please use a dark pen and CAPITAL letters. Insert **X** when you have to choose an option. You can also type data directly into this form, print it and send it to us. Forms are located on our website at [aware.com.au/forms](http://aware.com.au/forms).

The **Notes** at the back will help you complete this form. If you have any questions, call us on **1300 650 873**.

## 1. Your personal details

Member number	Account number	Date of birth (DD-MM-YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Title	Last name
<input type="text"/>	<input type="text"/>

Given name(s)
<input type="text"/>

Residential address
<input type="text"/>
<input type="text"/>

Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime contact number	Mobile number
<input type="text"/>	<input type="text"/>

Email (for security reasons, please ensure that your nominated email address is your personal email address and not a role-based email address such as <code>employee_title@company.com.au</code> )
<input type="text"/>

Please mark (X) in one box only:

- I am currently receiving a transition to retirement income stream **go to section 2 OR**
- I am currently receiving a retirement income stream **go to section 3**.

**i** For transition to retirement income stream members wishing to withdraw part of their benefit in cash, only the current version of the form can be accepted.

**i** **IMPORTANT** If you are terminally ill or permanently incapacitated and wish to access your benefit, call us and we'll send you the form you need to complete.

## 2. Cashing declarations

If you have a transition to retirement income stream, you must meet one of these eligibility conditions before you can withdraw your benefits. You can skip this section if you are only transferring benefits. Mark (X) to indicate which of the conditions you satisfy. Please read **Cashing declarations** in the **Notes** for information about the implications of satisfying a 'retirement condition of release':

- I have permanently retired; or
- I have reached age 60 and have ceased a paid employment arrangement since my 60th birthday and: *Please mark (X) the option relevant to you and provide the name of the employer where you last stopped working, the date you stopped working and the date you started again, if applicable.*
  - I have ceased a paid employment arrangement since I started my transition to retirement income; or
  - I was not in paid employment when I started my transition to retirement income stream; or
  - I have been in the same paid employment arrangement(s) since I started my transition to retirement income stream (*new benefits since you last left an employer will be preserved*).

Name of the employer you last stopped working for
<input type="text"/>

Date you last worked with them	If you are currently employed, date you started:
<input type="text"/>	<input type="text"/>

- I have ceased paid employment with an employer who contributed to Aware Super on my behalf and I wish to withdraw my restricted non-preserved benefit; or
- I wish to access an existing unrestricted non-preserved benefit; or
- I am receiving less than the maximum allowed as a regular income stream and wish to withdraw the amount (up to the maximum allowed) shown in **Section 3** as an irregular income stream payment.



**i** If you are receiving a retirement income stream and do not specify, we will treat your partial withdrawal as a lump sum withdrawal.

**i** If you have a transition to retirement income stream and want to make a lump sum withdrawal, please see **Amount to be withdrawn/transferred** in the Notes.

### 3. Amount to be withdrawn/transferred

If you are **withdrawing** funds, please also complete **Section 4**. If you are **transferring** funds, please also complete **Section 5**.

I would like to make a (please select (x) one only):

- Full withdrawal or transfer
- Partial withdrawal or transfer of \$  ,  ,  (whole numbers only)

#### Type of partial withdrawal

You can take your partial withdrawal as either a lump sum withdrawal or an irregular income stream payment (see **Amount to be withdrawn/transferred** in the **Notes** for an explanation of the difference).

I would like my partial withdrawal to be:

- a lump sum withdrawal/commutation; or
- an irregular income stream payment.

**IMPORTANT:** Selecting to receive your benefit as an irregular income stream payment can have taxation and social security impacts. We recommend you talk to your financial planner or Centrelink for more information.

#### Withdrawal choice if you have more than one investment option

If you invest in more than one investment option, you can choose how your withdrawal is deducted from these options. The three choices are shown below. If you don't make a choice, your withdrawal will be deducted 'pro-rata'.

- Pro-rata**  
Your withdrawal will be deducted from each investment option in the same proportion as your balance is invested.
- Priority**  
Your withdrawal will be deducted in the order you nominate under **Priority** in the table below. When your first choice has been fully drawn, we will draw from your second choice and so on. Only number options in which you are currently invested.
- Percentage**  
Your withdrawal will be deducted according to the percentages you nominate under **Percentage** in the table below. Your nominations must add up to 100%. Only include percentages for options in which you are currently invested.

Pre-mixed options	Priority	Percentage
High Growth	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
Growth	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
Diversified SRI	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
Balanced Growth	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
Conservative Growth	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %

Single asset class options	Priority	Percentage
Australian Equities	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
Australian Equities SRI	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
International Equities	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
Property	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
Australian Fixed Interest	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
International Fixed Interest	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
Cash	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> %
<b>Total must add up to</b>		<b>1 0 0</b> %

## 4. Details of your bank/financial institution

- Deposit the amount to the bank account used for my regular income stream payments. **We will use the account current on the date we process your request, so please provide the account details if you have recently changed your account for regular income payments.**
- Deposit the amount to the following bank/building society/credit union account. You can only nominate an account held in your name, or jointly in your name with other person(s).

You must provide proof of identity if you are setting up or updating your bank account information.

Cheque payments are not available.

Name(s) on bank account

Name of bank or financial institution

BSB number

Account number



### IMPORTANT:

If you are transferring to another fund, please ensure that you include your TO fund's full address, Unique Superannuation Identifier (USI) and member number or we may not be able to process your request.

## 5. Details of the fund you are transferring to

Record the details of the rollover fund you wish to transfer to **OR** your Aware Super superannuation account if you are rolling money to that account. Payment will be made to the rollover fund you nominate to an account in your name.

**IMPORTANT:** If you wish to roll over amounts to more than one fund, you must complete a separate form for each fund.

Name of the other fund (your TO fund)

Address of other fund

Suburb

State

Postcode

Fund ABN

Unique Superannuation Identifier (USI)

Member number

Contact number

Electronic Service Address (ESA) – if SMSF

Are you rolling over to a self-managed super fund (SMSF)?

- Yes – complete details below     No – go to Section 6

If you are rolling your benefit over to a self-managed superannuation fund, payment will be made directly to an Australian bank, building society or credit union account held in the name of the fund. We require a copy of the bank statement for the account that shows the name of the super fund and account details (as nominated), including BSB and account number. We will also need to verify the fund's ABN and bank account details using the ATO's SMSF verification Service to ensure the fund is compliant and the bank accounts provided have been recorded with ATO. Where the SMSF fund status is not clear, we may require additional documentation to process the rollover. The address you provide will be used for verification purposes only. Any correspondence we send to the fund will be sent to the address on the government register.

### Bank account details (only for self-managed super funds)

Account holder name

Name of bank or financial institution

BSB number

Account number

## 6. Other instructions

We can generally only comply with requests that meet the requirements of this form. But if you have any special or additional requirements (e.g. you are permanently incapacitated and would like the trustee to consider this when actioning your request), please provide details here:



If you are rolling over your SMSF, you must provide certified proof of identity documentation with your request.

## 7. Proof of identity

Please complete **x** one of the options below.

- I have previously provided certified proof of identity documents or provided the electronic verification information below to Aware Super and I am not changing my name, providing bank details for the first time or changing a previously nominated bank account.

- I will provide electronic proof of identification for verification.

I authorise the use of my personal details, below, for the purpose of electronic data verification. I understand that my information will be used to verify my identity electronically using independent data sources. Please provide any TWO of the following:

1. Full name **exactly** as it appears on my Medicare card

My Medicare number is

Valid to

M M - 2 0 Y Y

My reference number on this card is

Select your Medicare card colour

Green

Blue

Yellow

2. Full name **exactly** as appears on my driver's licence

Licence number

State of issue

Expiry date

D D - M M - 2 0 Y Y

3. My **Australian** passport number is

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)

- I will provide original, certified proof of identity (POI) documents. For a list of POI documents and certification guidelines, refer to the **Notes** section. If my POI documents have not been certified correctly, I understand Aware Super may use the information on the documents to verify my identity electronically using independent data sources.



## Cashing declarations

If you hold a transition to retirement income stream, you can only withdraw benefits up to the 10% maximum limit on income stream payments, if you hold unrestricted non-preserved benefits or if you meet a condition of release. You can also access restricted non-preserved benefits if you have left an employer who contributed to Aware Super for you.

If you meet a retirement condition of release, your transition to retirement income stream will be converted to a retirement income stream. 'Retirement conditions of release' include permanent retirement and leaving an employer after reaching age 60 (provided you are not currently employed or you left the employer after starting your transition to retirement income stream).

If you ceased an employment arrangement after reaching age 60, but before you started your transition to retirement income stream, only the benefits held on the last day you were not in paid employment will be re-classified as unrestricted non-preserved and be available to access. If this is before the date you last ceased an employment arrangement (for example if you held two jobs at that time), the benefit you held with Aware Super on the date you last ceased employment will be re-classified as unrestricted non-preserved.

A transition to retirement income stream can also be converted to a retirement income stream if you are permanently incapacitated or terminally ill. Contact us for details of our requirements and the forms you need to complete to convert your transition to retirement income stream on one of these grounds.

Once you reach 65, your transition to retirement income stream will be automatically converted to a retirement income stream, unless you provide alternate instructions.

Retirement income streams are not subject to a limit on the amount that can be withdrawn, either as a lump sum or as income stream payment(s), and investment earnings are tax free. If you hold a transition to retirement income stream, the following changes will affect you if your benefit is converted to a retirement income stream:

1. Your income stream will be subject to the general transfer balance cap of \$1.7 million, which is a lifetime limit on the total amount of superannuation that can be transferred into retirement phase income streams. It is important to note that everyone will have their own personal transfer balance cap and you will need to visit [ato.gov.au](http://ato.gov.au) to find out what cap applies to you;
2. Because earnings in retirement income streams are tax free, there is no tax deduction available in respect of activity-based fees charged to your account; and
3. The investment objectives and standard risk measures for each of the investment options are different, reflecting the fact that investment earnings in a retirement income stream are not taxed.

For more information, see our fact sheet *Moving your TRIS to a RIS*, available on our website and from customer service.

Payments from a transition to retirement income stream will be made in the following order: unrestricted non-preserved, restricted non-preserved then preserved.

## Amount to be withdrawn/transferred

We will pay your benefit as a lump sum withdrawal, unless you are a transition to retirement income stream member and wish to access an amount up to the maximum income stream payment in this application (in which case your benefit will be paid as an irregular income stream payment).

If you wish your benefit to be paid as an irregular income stream payment rather than as a lump sum withdrawal, you can provide this instruction in Section 3.

**Lump sum withdrawals** – are treated as a superannuation benefit payment and if you are aged less than 60 may be subject to lump sum tax<sup>1</sup>.

**Irregular income stream payments** – if you are aged less than 60, you may pay income tax on the payment but you may also be eligible for a 15% tax offset<sup>1</sup>. An irregular income stream payment may affect your Centrelink entitlements. Talk to a financial planner or Centrelink for more information. We do not normally send confirmation paperwork if you request an irregular income stream payment (and will send the tax paperwork, if you are under age 60, at the end of the financial year).

<sup>1</sup> If you are aged 60 or more any payments made to you are tax free.

For more information, please refer to the section on taxation in the relevant *Member Booklet* for income stream members, or the fact sheet *Super taxes, caps, payments, thresholds and rebates* on our website.

## Transition to retirement income stream and lump sum withdrawals

Generally, you cannot make lump sum withdrawals from your Aware Super transition to retirement income stream unless you have satisfied a condition of release (see Cashing declarations), or have unpreserved money or the resulting lump sum is to pay a debt required to be paid under superannuation law. However, you can commute a transition to retirement income stream in order to transfer the lump sum to another superannuation product.

## Details of your bank / financial institution

Under superannuation law, we must pay your income stream payments into an account that is held in your name, or jointly in your name with other person(s). We can't make payments to a third party bank account under this same law.

## Proof of identity (POI)

You do not have to provide proof of identity again, as long as you are not changing your name, providing bank details for the first time or changing a previously nominated bank account. If either of these have changed you must provide proof of identity in order for us to verify the change(s):

If you have **changed your name**, you must provide a certified copy of one of the following name change documents:

- marriage certificate or certificate of registration (if you are on the relationship register) issued by the Births, Deaths and Marriages Registration Office (ceremonial certificates cannot be accepted)
- deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office. If you have reverted to your maiden name, we will require your marriage certificate (from the Births, Deaths and Marriages Registration Office) showing your original maiden name and your married name.

You need to provide proof of identity documents when setting up or updating the bank account you're nominating to receive payments into. You can provide your identification for electronic verification in the proof of identity step of this form. Alternatively, you can provide certified proof of identity.

## Proof of identity

We require proof of your identity before we can pay your benefit. If you have already provided proof of identity you do not have to provide it again, as long as you don't change your name or the bank account you've nominated to receive payments and withdrawals. If either of these have changed you must provide proof of identity in order for us to verify the change(s):

### Change of name

If you have changed your name, you must provide a certified copy of one of the following name change documents:

- marriage certificate or certificate of registration (if you are on the relationship register) issued by the Births, Deaths and Marriages Registration Office (ceremonial certificates cannot be accepted)
- deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office. If you have reverted to your maiden name, we will require your marriage certificate (from the Births, Deaths and Marriages Registration Office) showing your original maiden name and your married name.

### Change of bank account details

You need to provide proof of identity documents when setting up or updating the bank account you're nominating to receive payments into. You can provide your identification for electronic verification in the proof of identity step of this form. Alternatively, you can provide certified proof of identity, refer to the acceptable documents list below.

### Acceptable documents and certification

#### Providing electronic proof of your identity

To verify your identity electronically, you can provide two government-issued identification documents – such as your Australian Passport, Driver's Licence and Medicare Card within the proof of identify step of this form. Alternatively, you must provide certified proof of identity document(s). Refer to the acceptable documents list below.

Providing certified proof of your identity is a three-step process:

#### 1 Collect your originals

Collect your proof of identity document(s). We have listed the documents you can use below.

#### 2 Photocopy your originals

#### 3 Have your copies certified

Take your copies and your original documents to a person who can certify documents. A list of authorised certifiers and certification guidelines is included under **Certification of personal documents**.

### Acceptable POI documents

To prove your identity, you can provide **either**:

ONE certified document from List A; **OR** ONE certified document from List B **PLUS** ONE certified document from List C.

#### Either:

A certified copy of one of the following documents:

- A current drivers licence with a photograph, issued in Australia or under the authority of a foreign country.\*
- An Australian passport (if expiry is less than 2 years old)
- A current Australian state/territory proof of age card containing your photograph
- A current passport, similar travel document or national identity card issued by a foreign government department, the UN or an agency of the UN, containing your photograph and either your signature or a unique identifier\*

#### Or:

One certified document from this list:

- A birth certificate issued by a state or territory of Australia, by a foreign government, or by the United Nations or an agency of the United Nations\*
- A citizenship certificate issued by the Commonwealth or a foreign government\*
- A current Centrelink pension card that entitles you to receive financial benefits

**AND** One certified document from this list:

- A notice issued by the ATO within the last 12 months that shows your name and current residential address and records an amount payable to or by you e.g. your last tax assessment
- A notice issued by a local council or utilities provider in the last three months showing the provision of services to you and your current residential address e.g. rates notice, electricity or water bill
- A notice issued by the Commonwealth or a state or territory government within the last 12 months showing your name and current residential address and the provision of financial benefits to you e.g. Centrelink letter
- If you're under 18, you can provide a student card, or a letter from a school principal. The letter must include the date it was issued (within three months of providing your proof of ID), your name, residential address and the dates you attended the school.

\* If the document and/or the certification is not in English, it must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

## Certification of personal documents

All copied pages of original personal identity documents (including any change of name documents) must be certified as true copies by an authorised person with the appropriate qualifications or registration (see below) who cannot be the owner or addressee of the document. The authorised person must sight the original and the copy to ensure the documents are identical, then certify each page by writing "I certify that this document is a true copy of the original", followed by their signature, printed name, address, qualification (e.g. justice of the peace, Australia Post employee), registration number (if applicable) and date.

### If you are in Australia

The following lists a subset of people who are authorised to witness your signature on a statutory declaration as well as certify copies of original documents. For a complete list of authorised witnesses/certifiers, go to the Attorney-General's Department website at [www.ag.gov.au](http://www.ag.gov.au).

- Australia Post employee in charge of an office providing postal services (charges may apply)
- chiropractor
- dentist
- Financial adviser or financial planner
- full-time or part-time teacher employed at a school or tertiary institution
- justice of the peace
- legal practitioner
- magistrate
- medical practitioner
- nurse
- optometrist
- pharmacist
- physiotherapist
- police officer
- psychologist
- veterinary surgeon

Samantha Sample has provided a copy of her identification. It includes her **signature, full name, date of birth and current residential address.**

The authorised person has sighted the original identification and confirmed that the copy is a true copy.

Details for the authorised person to include are full name, address, qualification, registration number (if applicable), date and signature.



*I certify that this document is a true copy of the original.*

*K Anderson*

**Name:** Kate Anderson  
**Address:** 6 Some St Suburb NSW 2000  
**Qualification:** JP  
**Registration no:** 123456  
**Date:** 11 October 2021

### If you are outside Australia

The following people can certify copies of the originals:

- consular staff at an Australia Embassy, High Commission or Consulate
- a public notary or other person authorised to administer an oath or affirmation or to authenticate documents in the country you are visiting or living in.

The professions listed under **If you are in Australia** can only certify documents outside Australia if they work or are registered in Australia. Where your documents are certified outside Australia, the certifier must quote their registration number or the relevant law that qualifies them to authenticate your documents.