



IOOF ESSENTIAL

1 July 2022

Withdrawal Form

- IOOF Essential – Super
- IOOF Essential – Pension

This form serves as your instruction to us on how to deal with your benefit. We recommend that you consult your licensed financial adviser to assist you in your decision making.

Please complete these instructions in BLACK INK using CAPITAL LETTERS (except for your email address) and ✓ boxes where provided.

Step 1: Member details

Account type	<input type="checkbox"/> IOOF Essential Super	<input type="checkbox"/> IOOF Essential Pension
Account number	<input type="text"/>	
Title (Dr/Mr/Mrs/Ms/Miss)	<input type="text"/>	Surname <input type="text"/>
Given name(s)	<input type="text"/>	

Step 2: Withdrawal instructions

Withdrawal type

- ☐ Rollover
- ☐ Lump sum payment
- ☐ Pension Payment (members of IOOF Essential Pension only)

Please note: For IOOF Essential Pension account holders, all benefits paid in addition to your regular pension payments will be treated as a lump sum withdrawal unless you specify that it be treated as a pension payment.

Withdrawal/Rollover amount

- ☐ Please close my account and transfer my total benefit in accordance with my instructions

OR

- ☐ I would like to make a partial withdrawal or rollover of \$
- ☐ Net ☐ Gross (unless indicated the amount shown will be net of tax)

Please ensure the following product minimums are maintained in the account:

- For any partial withdrawal in cash or by transfer to another super fund, you'll need to maintain at least \$6,000 in your account (net of accrued liabilities).
- For any partial transfer to another super or pension account within the Fund, you'll need to maintain at least \$10,000 in your account.

Step 3: Payment of Benefit

3a Lump sum withdrawal

☐ Please pay the withdrawal or pension payment to my nominated financial institution
or

☐ Please pay the withdrawal or pension payment to the following financial institution below:

Name of financial institution																
Account name																
RSB				-				Account number								

☐ I want to update my nominated financial institution with the above details for all future withdrawals & pension payments.

Please note:

- If bank account details are not supplied, or unclear, the payment will be paid to you by cheque and sent to the above mailing address.
- Funds cannot be credited to a third party bank account
- If you have requested a lump sum withdrawal please ensure you complete Step 4: Conditions of Release.
- Ensure your details are correct as we will not be liable for mistaken payments based on incorrect details.

3b Rollover fund details

Fund name	
ABN	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Unique Superannuation Identifier (USI)	<input type="text"/>
Account/member number	<input type="text"/>

3c Rollover to a self-managed super fund (SMSF)

Name of Financial Institution																
SMSF account name																
BSB	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ABN	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Electronic Service Address (ESA)																

Please note:

- Please attach a copy of the SMSF bank statement or transaction history that is less than 6 months old for validation purposes. Please ensure the account number, BSB and account name are clearly visible.
- An incorrect bank account will mean we cannot complete the rollover request. The bank account must be in the name of the SMSF.

Step 4: Conditions of release

You may access your member benefit if you meet one of the criteria detailed below.

- ☐ I have reached preservation age* and have permanently retired and intend never to become engaged in gainful employment for more than 10 hours per week
- ☐ I am aged 60 and less than 65 and on / / have ceased a gainful employment arrangement since turning age 60
- ☐ I am aged 65 or over
- ☐ My benefit is unrestricted non-preserved as I have previously met a condition of release covering this benefit
- ☐ I wish to withdraw money from my restricted non-preserved benefit (I have attached a letter from my previous employer confirming the date I ceased employment and that the employer contributed to my IOOF Essential account on my behalf whilst I was employed)
- ☐ I have ceased employment with my last employer and my total benefit was less than \$200 at the time of termination (IOOF Essential Super only)
- ☐ Compassionate grounds as approved by the Australian Taxation Office (ATO) and I have attached the ATO approval letter**
- ☐ I am permanently incapacitated (conditions apply). Please contact ClientFirst for further information.

* Please refer to the IOOF Essential general reference guide for your preservation age.

** Please note we can also accept an emailed copy of the ATO approval letter.

Step 5: Claiming a tax deduction for personal superannuation contributions

Only complete this Step if you are eligible and wish to claim a personal tax deduction in the current and/or previous financial years. If you wish to claim for both financial years you will need to complete the column for each financial year. If you do not submit a Notice of Intent to claim a tax deduction before you make a full or partial withdrawal, you may lose your ability to claim a tax deduction for some or all of your personal contributions to this super fund.

Warning

If you were 67 and over at the time of any contribution you are claiming, you must meet the work test or work test exemption for that financial year. If you do not the ATO will disallow your deduction and you will not be able to receive a full refund of contribution tax.

Notice of intent to claim or vary a deduction for personal super contributions

Contribution(s) made in the financial year ending	30 June 20 <input type="text"/>	30 June 20 <input type="text"/>
	\$	\$
Personal contributions made during the financial year		
Personal contributions (covered by this notice) that I will be claiming as a tax deduction		
Varying an earlier notice: if you are reducing an earlier deduction notice please state the total deduction amount you wish to claim for the entire financial year		

Please note: Failure to notify us of your intention to claim a tax deduction will result in you being unable to do so once you have exited the fund. Taking a partial payment may limit the amount you can claim in the future.

Step 6: Additional withdrawal payment instructions

Specific investment withdrawal instructions

Investment fund name	Amount	OR Allocation (%)
	\$	
	\$	
	\$	
	\$	

If you do not select the investment options to be redeemed, your investments will be redeemed on the basis of your existing nominated Cash Account top-up method.

Step 7: Proof of Identity

This step is only required if you have not previously supplied your proof of identity.

Please complete option 1 **OR** option 2 below as proof of identity for superannuation entitlements.

Option 1 – Electronic verification

Please provide details for any TWO of the following forms of identification:

Driver Licence

Full name (as it appears on your Driver Licence)

First name			
Middle name			
Last name			
Licence number	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	State of issue	
Address (as it appears on your Licence)			
Suburb		State	
		Postcode	
Expiry date	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>		

Medicare card

Full name (as it appears on your Medicare card)

First name		Middle initial	
Last name			
Card colour (please tick)	<input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Yellow	Medicare card number	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
Individual reference number (the number to the left of your name)		Expiry date	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>

Australian passport

Full name (as it appears on your passport)

First name	
Middle name	
Last name	
Passport number	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>

Australian visa (foreign passport holders)

Full name (as it appears on your passport)

First name

Middle name

Last name

Passport number

Country of
issue

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By providing my proof of identity details above, I consent to its use to electronically verify my identity. I understand that my personal information will be shared with a secure external service provider in order to match my information with identification data sources.

Option 2 – Certified copies of identification

Please provide original certified copies of identification. Each page must be certified as a true copy. Please refer to the 'Completing proof of identity' document on our website for information on acceptable proof of identity documents and who can certify them.

Electronic verification if paper copies of certified documentation are incorrectly certified or unable to be read.

I authorise the use of my personal details for the purpose of electronically verifying my identity where possible if the paper copies of my certified documentation are incorrectly certified or unable to be read. I understand that my personal information will be shared with a secure external service provider in order to match my information with identification data sources.

Step 8: Member declaration

Important note: The Trustee collects the information in this form in order to process your withdrawal instructions.

Any personal information provided in this form will be handled in accordance with the Trustee's privacy policy, available at www.ioof.com.au/privacy.

By signing this form I am making the following statements:

- I declare I have read this form in full and the information completed is true and correct.
- I am aware I may ask the Trustee for information about any fees or charges that may apply or any other information about the effect this transfer may have on my benefits, and do not require any further information.
- If the fund I am transferring my benefit to is a Self-Managed Superannuation Fund (SMSF), I declare that I am either a trustee of the SMSF or director of the corporate trustee of the SMSF.
- I discharge the Trustee of all further liability with respect to the benefits once paid to the fund or financial institution I am transferring to.
- I have considered the information in the applicable Product Disclosure Statement about the investment options I have selected to redeem to fund my withdrawal request.
- If I am making a full withdrawal, I understand that all investment options will be converted to cash prior to transferring out of the fund.
- Where I have chosen an investment with a long withdrawal period (or an existing investment has become illiquid) or there are delays receiving proceeds from selling my investments, I acknowledge and agree any withdrawal or transfer request may be delayed for more than 30 days.

Member signature

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Date

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Tax Deduction Notice (if you completed step 5)

- I confirm that I am lodging this/these notice(s) before the earlier of either:
 - the day I lodged my income tax return for the year stated for the respective contribution(s), or
 - the end of the income year after the year stated for the respective contribution(s).
- I confirm at the time of completing this notice
 - I intend to claim the personal contributions stated in the deduction notice (in section 5) as a tax deduction
 - the trustee has not begun to pay a pension based in whole or part on these contributions
 - I have not included these contributions in an earlier notice
 - the fund still holds these contributions

- I understand that I may not be able to vary this notice after the withdrawal/rollover has occurred.
- I confirm that the information on this form in relation to claiming a tax deduction is true and correct.

If you have completed the Deduction Notice in section 5 and have already lodged a notice with the fund for these contributions

- I confirm that I intend to claim the personal contributions stated in the deduction notice in section 5 above as a tax deduction.
- I confirm I wish to vary my previous notice for these contributions by reducing the amount I advised in my previous notice. I confirm that either:
 - I have not yet lodged my income tax return for the year stated for the contribution and this variation notice is being lodged on or before 30 June of the following financial year, or
 - the Tax office has disallowed my claim for a deduction for the relevant year stated for the respective contribution and this notice reduces the amount stated in my previous notice by the amount that has been disallowed.
- I confirm at the time of completing this notice:
 - the trustee has not begun to pay a pension based in whole or part on these contributions
 - the fund still holds these contributions.
- I understand that I may not be able to vary this notice after the withdrawal/rollover has occurred.
- I confirm that the information on this form in relation to claiming a tax deduction is true and correct.

Member signature

Date

 / /

Please forward all correspondence and enquiries to

Post: IOOF Essential
GPO Box 264, Melbourne VIC 3001

Email: clientfirst@ioof.com.au

Telephone: 1800 913 118

Web: www.ioof.com.au