



# IOOF ESSENTIAL

27 September 2021

## 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  IOOF Essential Super  IOOF Essential Pension

Account number

Title (Dr/Mr/Mrs/Ms/Miss)  Surname

Given name(s)

Date of birth  /  /

### 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 that the product minimum is maintained in the account.

## Step 3: Payment of Benefit

### 3a Lump sum withdrawal

Please use my nominated financial institution for ad hoc withdrawals  
or

Please use my nominated financial institution for pension payments  
or

Please use the financial institution details provided below

Name of financial institution

Account name

BSB  -  Account number

**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.

### 3b Rollover fund details

Fund name

ABN  -  -  -

Unique Superannuation Identifier (USI)

Account/member number

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

Name of Financial Institution

SMSF account name

BSB  -  Account number

ABN  -  -  -

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.**

### 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"/>
	\$	\$
<b>Personal contributions</b> made during the financial year		
<b>Personal contributions</b> (covered by this notice) that I will be claiming as a tax deduction		
<b>Varying an earlier notice:</b> 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 (%)
<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"/>		<input type="text"/>

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: 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](http://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  Date  /  /

### 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