

# Whole Balance Transfer to a KiwiSaver Scheme



Issued 1 November 2014

Suncorp Portfolio Services Limited  
ABN 61 063 427 958 AFSL 237905

**Please use this form to transfer your whole superannuation balance to a KiwiSaver scheme.**  
**Transferring only part of your superannuation balance is not permitted.**

## Tips to help you complete this form

- Use blue or black pen and BLOCK letters
- Use a cross (X) to mark answer boxes
- Complete all sections of the form, provide proof of identity (where required) and sign and date on page 2.
- Please select the relevant super product by ticking a box below

**Any questions?** If you'd like help completing this form, or if you have any questions, just call us between 8am and 6pm (Eastern Standard Time) Monday to Friday as listed below.

- If you are a member of Suncorp WealthSmart – 13 11 55
- If you are a member of Suncorp Everyday Super – 1800 191 517
- If you are a member of Suncorp Employee Super Plan – 1800 652 489
- All other Suncorp Super products – 07 3362 1795

References in this form to Trustee refers to Suncorp Portfolio Services Limited (SPSL). Please refer to your Product Disclosure Statement or your Policy Statement for more information.

## 1. Personal details

Account number/ Policy number	<input type="text"/>		
Title	<input type="text"/>		
Last name	<input type="text"/>		
Given name(s)	<input type="text"/>		
Date of birth	<input type="text"/>		
New Zealand phone number	<input type="text"/>	New Zealand Mobile	<input type="text"/>
<b>Last known address in Australia</b>			
Street address	<input type="text"/>		
Suburb/Town	<input type="text"/>		
State	Postcode	<input type="text"/>	
<b>New Zealand residential address</b> (sorry – we can't accept PO Boxes)			
Street address	<input type="text"/>		
City/Town	<input type="text"/>		
Postcode	<input type="text"/>		

## 2. KiwiSaver scheme details

Please provide all of the information below. We can't process your request unless it's all provided.

Name	<input type="text"/>
Registration Number	<input type="text"/>
Provider Name	<input type="text"/>
Provider Postal Address	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Member/Account number	<input type="text"/>

### 3. KiwiSaver scheme transfer details

Please pay by cheque payable to: \_\_\_\_\_

### 4. Declaration and signature

#### Persons before a statutory declaration can be made

This statutory declaration can be made before a person who is able to witness Commonwealth statutory declarations under the *Australian Statutory Declarations Act 1953* and the *Statutory Declarations Regulations 1993*.

This includes an Australian Consular or Diplomatic Officer at the High Commission in Wellington (within the meaning of the *Consular Fees Act*), or at the Australian Consulate-General in Auckland. Members of certain Australian professions (for example an Australian lawyer who is currently licensed or registered to practice as a lawyer under the law of an Australian State or Territory) can also witness this statutory declaration. For a list of eligible witnesses please visit [www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx).

New Zealand Justices of the Peace, lawyers etc. cannot witness this statutory declaration unless they are also an eligible witness for the purposes of the list noted above;

I (full name) \_\_\_\_\_  
Of (Address) \_\_\_\_\_  
Occupation \_\_\_\_\_

make the following declarations under the *Statutory Declarations Act 1959 (Cth)*

1. I have emigrated permanently to New Zealand.
2. I request and consent to the payment of my whole withdrawal benefit to be transferred to my account in the KiwiSaver scheme named in section 2 above.
3. I discharge the Trustee of all further liabilities in respect of the benefits paid and transferred to my KiwiSaver scheme.
4. I understand that the benefits paid from my fund will be in Australian dollars.
5. I understand that I will lose any insurance entitlements if I transfer my benefits to a KiwiSaver scheme account and that the tax rates that apply to KiwiSaver scheme benefits may be different to the tax rates that apply to an Australian complying superannuation fund.
6. I declare that I am aware that I may ask my Fund for information about any fees or charges that may apply and any other information in regards to this transfer and I confirm I do not require any further information.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959 (Cth)* and I believe the statements in this declaration are true in every particular.

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* – see section 5A of the *Statutory Declarations Act 1959*.

Signature of the person making the declaration

Declared at: \_\_\_\_\_

Before me (signature of the person before whom the declaration is made)  
(please print below the full name, qualification and address of the person in front of whom the declaration is made.)

Witness Name \_\_\_\_\_  
Witness Address \_\_\_\_\_  
Witness phone number \_\_\_\_\_ Witness Qualification \_\_\_\_\_  
Witness Signature

#### Supporting Documentary Evidence & Payment Checklist

The following documentation is required before your request can be processed. Please check you have enclosed evidence of the following (if appropriate), then tick the relevant boxes to confirm;

- Evidence of your residence at a New Zealand address after your emigration to New Zealand - original or certified copy only (e.g. utility bill, vehicle registration or any other document that verifies your New Zealand residential address).
- Evidence of you having opened a KiwiSaver scheme account - original or certified copy only (welcome letter, benefit statement or any other document that verifies that you have opened a KiwiSaver scheme account).
- You have completed all sections of the transfer form including the statutory declaration in section 4.
- The statutory declaration has been completed by a person who can witness Commonwealth statutory declarations or statutory declarations under New Zealand law.
- Certified copies of the Proof of Identity documents outlined in section 7.

## 5. Personal contributions – tax deduction claim

If you're self-employed (or are another eligible person) and intend to claim a tax deduction on any personal contributions to your account, please complete the details below and read the Important information section.

Notice pursuant to sub-section 290-170 Notice of intent to deduct of the Income Tax Assessment Act 1997 as amended for the financial year ended 30 June.

I  Print full name   
  
  
of Residential   
address   
 State  Postcode

I intend to claim the amount shown below as a tax deduction for the year ended 30 June. I confirm this amount hasn't been included in any earlier notice to you. I note this notice can't be withdrawn or revoked.

Personal contributions made to my account during the year ended 30 June

\$

Amount I will claim as a tax deduction in respect of contributions paid to my account during the year ended 30 June

\$

### Important information

We cannot accept a notice to claim a tax deduction on any part or full amount of a personal contribution that you've used to start a pension.

A tax deduction can only be claimed if:

- you are self-employed, substantially self-employed (see definition below), retired or unemployed.
- you advise the Trustee of the amount you want to claim as a tax deduction.
- the Trustee acknowledges your advice. This will be issued promptly after receipt from you.

You are substantially self-employed if less than 10% of your total assessable income, reportable fringe benefits plus reportable employer super contributions for the year are attributable to eligible employment. 'Eligible employment' means employment where your employer would normally be obliged to make super contributions for your benefit. The full amount of superannuation contributions made are tax deductible if you are self-employed, substantially self-employed, retired or unemployed.

### Contributions tax

Contributions tax at the rate of 15%<sup>†</sup> will be deducted from the amount that you claim, less any Death, TPD and Income Protection premiums (if applicable) paid into the fund in the relevant financial year. Additional tax may apply in relation to amounts exceeding the concessional contributions cap.

The amount of personal contributions claimed as a tax deduction will be subject to the concessional contributions cap as follows:

Financial year	Concessional contributions
2012/2013	\$25,000 regardless of your age.
2013/2014	\$25,000 if you are under age 60 \$35,000 if you are age 60 or older*

<sup>†</sup>30% contributions tax will apply for people earning over \$300,000.

\* Qualifying age is age 59 or older on 30 June 2013.

## 6. Tax file number (TFN) notification

**It is not an offence not to quote your TFN. However, any concessional contributions will incur 'No TFN contributions tax' at a rate of 31.5% (in addition to contributions tax) if you don't.** If you provide us with your TFN on this form, we'll refund any No TFN Tax deducted from your account before processing your request. **If you don't provide us with a valid TFN at the time of lodging your withdrawal request, you will have up to 3 years from the end of the year the contributions were made in which to lodge your TFN and claim a refund of any No TFN Tax amounts previously deducted.**

As a result of changes to the law, the purposes for which we can use your TFN and the consequences of not providing it to us may change in the future.

TFN

## 7. Proof of identity (required for all transfers to a KiwiSaver account)

You'll need to prove your identity by selecting an item from PART A below, or if you can't provide any of these items, select two items from PART B.

**We require proof of identity BEFORE we can proceed with your instructions.**

Documents written in a language other than English must be accompanied by an English translation prepared by a NAATI accredited translator (see [www.naati.com.au](http://www.naati.com.au)). We're not responsible for the content of external websites.

### PART A – ACCEPTABLE PHOTOGRAPHIC IDENTIFICATION DOCUMENTS – ONE ITEM REQUIRED

Select ONE item from this section, which MUST contain your NAME, PHOTO and either DATE OF BIRTH or RESIDENTIAL ADDRESS

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | A current driver's licence  |
| <input type="checkbox"/> | A current Australian passport (or one which has expired within the last two years)  |
| <input type="checkbox"/> | A current Proof of Age Card issued under an Australian State/Territory (including 18+ and Birth Cards)                                  |
| <input type="checkbox"/> | A current foreign passport or similar travel document also containing your signature issued by a government, the UN or agency of the UN |
| <input type="checkbox"/> | A National Identity Card issued by a foreign government also containing your signature  |

### PART B – OTHER ALTERNATIVE IDENTIFICATION DOCUMENTS – TWO ITEMS REQUIRED (this section is only required if a PART A item couldn't be provided)

Select ONE item from this section

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | An Australian birth certificate/extract   |
| <input type="checkbox"/> | A citizenship certificate   |
| <input type="checkbox"/> | A foreign birth certificate issued by a government, the UN, or agency of the UN |
| <input type="checkbox"/> | A current Centrelink Card   |

and

Select ONE item from this section which MUST contain your NAME and RESIDENTIAL ADDRESS

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | A notice issued by the Commonwealth, State or Territory within the last twelve months recording the provision of financial benefits to you   |
| <input type="checkbox"/> | A notice issued by the Australian Taxation Office within the last twelve months recording a debt payable by you to the Commonwealth (or by the Commonwealth to you)                      |
| <input type="checkbox"/> | A notice issued by a local government body or utilities provider (eg gas, electricity, phone) within the last three months recording the provision of services to your address or to you |
| <input type="checkbox"/> | If you're under age 18, a letter written less than three months ago, from your school principal recording how long you've attended that school   |

#### Certification procedure

You'll need to:

- take the originals of your selected identification documents to a certifier (see 'Acceptable Certifiers' on the next page) who will certify that the original documents have been sighted
- ensure the certifier copies the originals and signs the copy confirming that it's a true copy of the original document and includes on the copy the date, their name and designation from the list in 'Acceptable Certifiers' on the next page and
- mail this form and your certified copy(s) of identification to us. (We can't accept faxes or copies of the certified documents.)

#### ACCEPTABLE CERTIFIERS

Who to see	Conditions and definitions
Accredited Translator	1. A person currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of professional translator or above, to translate from a language other than English into English; or 2. A person who currently holds an accreditation that is consistent with the standard specified in 1.
Australia Post	An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public; or a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public.
Banking and other financial institutions	An officer with two or more continuous years of service with one or more financial institutions or a finance company officer with two or more continuous years of service with one or more financial companies. This includes Suncorp and its subsidiaries.
Financial adviser	An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one of more licencees. Please note however that if you're consulting face to face with your current financial adviser, the certification process is not required.
Justice of the Peace or Notary Public	An individual appointed by the courts whose duties include certifying documents.
Legal professional or law enforcement	A person who is enrolled on the roll of the Supreme Court of a State or Territory, or High Court of Australia as a legal practitioner. Other professionals include a judge of a court; a magistrate; a chief executive officer of a Commonwealth court; a registrar or deputy registrar of a court, or a police officer.
Accountants	A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.
Consular or Diplomatic Officer	An Australian Consular Officer or an Australian Diplomatic Officer.

Please send the completed form and any required attachments to:

**GPO Box 2585  
Brisbane QLD 4001**