

# Suncorp Superannuation Whole Balance Transfer to a KiwiSaver Scheme

Issued 15 March 2020

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 a blue or black pen and write in CAPITAL letters
- Use an (X) to mark answer boxes
- Complete all sections of the form, then sign, and have your signature witnessed, at the end of the form

## Have any questions?

If you'd like help completing this form, or if you have any questions, just call us between 8am and 6pm (Australian Eastern Standard Time) Monday to Friday on:

- Suncorp Brighter Super - 13 11 55
- Suncorp Everyday Super - 1800 191 517
- Suncorp Employee Superannuation Plan - 1800 652 489

## Important information

References in this form to the 'Trustee' refer to Suncorp Portfolio Services Limited (SPSL). Please refer to your applicable Product Disclosure Statement, Product Guide, and your annual statement for more information.

### Personal details

Account 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" value="DD / MM / YYYY"/>
New Zealand phone number*	<input type="text"/>
New Zealand Mobile phone number*	<input type="text"/>
Email address*	<input type="text"/>
Inland Revenue Department (IRD) no.*	<input type="text"/>

### Most recent address in Australia

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

### New Zealand residential address (sorry - we can't accept PO Boxes)\*

Address	<input type="text"/>	
	<input type="text"/>	
	City/Town	Postcode

### 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"/>

### KiwiSaver scheme transfer details

Please pay by cheque payable to:	<input type="text"/>
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\*mandatory field

## Personal Contributions – claiming a tax deduction

If you intend to claim a tax deduction for any personal contributions you have made to your account, you will need to let us know before the account is closed.

Financial year ended 30 June

Complete this section if you **have not** previously lodged a valid notice for this financial year for this account. You will be making the *Original notice to claim a tax deduction* declaration below for this account when you sign this form.

My personal contributions for this financial year  \$  or  All contributions  
The amount of personal contributions I will be claiming as a tax deduction  \$  or  All personal contributions

Complete this section if you **have** previously lodged a valid notice for this financial year for this account. You will be making the *Variation of previous valid notice of intent* declaration below for this account when you sign this form.

My personal contributions for this financial year  \$  or  All contributions  
The amount of these personal contributions claimed in my original notice  \$  or  All personal contributions  
The amount of these personal contributions I will now be claiming as a tax deduction  \$  or  All personal contributions

### Original notice of intention to claim a tax deduction

You declare that at the time of lodging this notice:

- You intend to claim the personal contributions stated as a tax deduction
- You are a current member of the Suncorp Master Trust
- The Suncorp Master Trust currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions
- You have not included any of the contributions in an earlier valid notice.

- You declare that you are lodging this notice at the earlier of either:
  - before the end of the day that you lodged your income tax return for the income year in which the personal contributions were made, or
  - before the end of the income year following the year in which the contribution was made.

### Variation of previous valid notice of intent

You declare that at the time of lodging this notice:

- You intend to claim the personal contributions stated as a tax deduction
- You are a current member of the Suncorp Master Trust
- The Suncorp Master Trust currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions
- You declare that you wish to vary your previous valid notice for these contributions by reducing the amount you advised in your previous notice and you confirm that either:

- You have lodged your income tax return for the year in which the contribution was made, prior to the end of the following income year, and this variation notice is being lodged before the end of the day on which the return was lodged, or
- You have not yet lodged your income tax return for the relevant year and this variation notice is being lodged on or before 30 June in the financial year following the year in which the personal contributions were made, or
- the ATO has disallowed your claim for a deduction for the relevant year and this notice reduces the amount stated in your previous valid notice by the amount that has been disallowed.

### Contributions tax

Contributions tax at the rate of 15% will be deducted from the amount that you advise you will claim as a tax deduction. Additional tax may apply if your contributions exceed the contributions cap(s), we do not

hold your tax file number or you earn over \$250,000 a financial year.

## Tax file number (TFN) notification

It's important we have your TFN. It's up to you whether you give it to us, and it's not an offence if you don't, but we can't accept any after-tax contributions from you, it might be difficult to find super funds you may have forgotten about, to combine your super in one account, and you may pay more tax on concessional contributions (from pre-tax money - e.g. salary sacrifice) than you would otherwise. We're legally authorised to collect, use and disclose your TFN under the Superannuation Industry (Supervision) Act. And of course, we'll keep it confidential and only use it for lawful purposes, including finding or identifying your super funds, calculating tax on any superannuation lump sums, providing your TFN and other information to the Australian Taxation Office (ATO), and providing your TFN to your future super fund trustee or retirement savings account provider if you're transferring your account. These lawful purposes may change in the future, as a result of legislative changes. We won't pass on your TFN to another super fund if you write and tell us not to.

Tax File Number (TFN)  -  -

## Proof of identity

If proof of identity hasn't been previously completed, 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 [naati.com.au](http://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:

- A current driver's licence
- A current Australian passport (or one which has expired within the last two years)
- A current Australian Proof of Age Card (including 18+ and Birth Cards)
- A current Keypass identity card (issued by Australia Post)
- A current international passport or similar travel document with your signature or a unique identifier
- A current National Identity Card (issued by a foreign government, the UN or agency of the UN) with your signature or a unique identifier

### 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 which MUST contain your name:

- An Australian birth certificate/extract
- A citizenship certificate
- A foreign birth certificate issued by a foreign government, the UN, or agency of the UN
- A current pension card issued by the Department of Human Services

AND – Select ONE item from this section which MUST contain your name and residential address:

- A notice issued by the Commonwealth, State or Territory within the last twelve months recording the provision of financial benefits to you
- 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)
- A notice issued by a local government body or utilities provider (e.g. gas, electricity, phone) within the last three months recording the provision of services to your address or to you
- If you're under 18, a letter written less than three months ago, from your school principal recording how long you've attended that school
- If you're under 18, a current school issued identity card with your photo

## Certification procedure

- Take the originals of your identification documents to an acceptable certifier.
- A copy of the document(s) will need to be taken, and the acceptable certifier will need to sight the original document(s) to confirm that the copy(s) is true.
- On **each** copied page, the acceptable certifier should confirm that it's a true copy of the original document by writing 'this is to certify that this is a true copy of the original which I have sighted', followed by their signature, their name, the date, their occupation or profession and length of service (if applicable) from the *List of acceptable certifiers and witnesses* at the end of the form and their registration number (if applicable).
- Mail this form and your certified copy(s) of identification documentation to us (we can't accept faxes or copies of the certified documents).

**A list of acceptable certifiers can be found at the end of this form.**

## Statutory declaration and signature

You can make a statutory declaration under the Commonwealth of Australia *Statutory Declarations Act 1959* OR under the New Zealand *Oaths and Declarations Act 1957*. Please find the list of acceptable certifiers and witnesses at the end of this form for information on the qualifications required to witness each type of statutory declaration. Then use "X" to select the appropriate declaration and ensure the appropriate witness for the declaration is used.

I,

Full Name	<input type="text"/>		
Address	<input type="text"/>		
		State	Postcode
Occupation	<input type="text"/>		

**Australian statutory declaration under the *Statutory Declarations Act 1959***

make the following declaration under the *Statutory Declarations Act 1959*:

1. I am a former resident of Australia and I have emigrated permanently to New Zealand.
2. I request and consent to the payment and transfer of my whole withdrawal benefit to my account in the KiwiSaver scheme named in this form.
3. I discharge the Trustee from all further liabilities in respect of the benefits paid and transferred to my KiwiSaver scheme.
4. I understand the benefits paid from my Suncorp 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 the Trustee for information about any fees or charges that may apply and any other information about 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*, and I believe that the statements in this declaration are true in every particular.

**New Zealand statutory declaration under the *Oaths and Declarations Act 1957***

solemnly and sincerely declare that:

1. I am a former resident of Australia and I have emigrated permanently to New Zealand.
2. I request and consent to the payment and transfer of my whole withdrawal benefit to my account in the KiwiSaver scheme named in this form.
3. I discharge the Trustee from all further liabilities in respect of the benefits paid and transferred to my KiwiSaver scheme.
4. I understand the benefits paid from my Suncorp 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 the Trustee for information about any fees or charges that may apply and any other information about this transfer and I confirm I do not require any further information.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the New Zealand *Oaths and Declarations Act 1957*.

Signature	<input type="text"/>
	(signed in the presence of the witness)
Daytime phone number	<input type="text"/>
Declared at (place)	<input type="text"/>
On (date)	<input type="text" value="DD / MM / YYYY"/>

## Witness declaration

Before me,	
Signature	<input type="text"/>
On (date)	<input type="text" value="DD / MM / YYYY"/>
	(signed in the presence of the member above)
Full Name	<input type="text"/>
Qualification	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/> State <input type="text"/> Postcode
Daytime phone number	<input type="text"/>

## For an Australian statutory declaration made under the Statutory Declarations Act 1959:

- 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*.

The list of acceptable witnesses can be found at the end of this form.

## 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 the Declaration and signature section above.
- 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 the Proof of Identity section.

## Where to send the form

Please send the completed form, along with a certified copy of your identification documents, and any other requested documents, to:

**Mail: Suncorp Super**  
**GPO Box 2585**  
**Brisbane QLD 4001**

## List of acceptable certifiers and witnesses

Only certain people may witness an Australian statutory declaration. This includes the following professionals (who must be licenced or registered in Australia, as relevant). These professionals may also certify copy(s) of your proof of identity document(s).

- Bank, credit union, building society or finance company officer with five or more years of continuous service
- Financial adviser or financial planner
- Police officer
- Judge or magistrate
- Legal practitioner
- Justice of the peace or public notary
- Chiropractor
- Dentist
- Medical practitioner
- Nurse or midwife
- Optometrist
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon
- Teacher employed on a permanent basis at a school or tertiary education institution
- Minister of religion or marriage celebrant
- Australian post office employee who is in charge of the office or has five or more years of continuous service
- Accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Defence force officer or non-commissioned officer with five or more years continuous service

A full list of people who can be witnesses is set out on the Attorney-General's Department website at [ag.gov.au](http://ag.gov.au).

Only certain people may witness a New Zealand statutory declaration. A list of people who can be witnesses is set out in Section 9 of the New Zealand Oaths and Declarations Act 1957 which can be accessed via the following link: <http://www.legislation.govt.nz/act/public/1957/0088/latest/DLM314553.html>. These professionals may also certify copy(s) of your proof of identity documents(s).