

Applying for a departing Australia superannuation payment



Complete a separate application for each fund.



You can only lodge your application **after you leave Australia.**



Do not send this form to us. Send this form to your super fund or to the Department of Immigration and Citizenship (if your account balance is over \$5000).



Permanent residents, Australian and New Zealand citizens are not eligible to receive a departing Australia superannuation payment (DASP) from a superannuation fund.



OUR COMMITMENT TO YOU

We are committed to providing you with guidance you can rely on, so we make every effort to ensure that our publications are correct.

If you follow our guidance in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our guidance in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest.

If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for a more recent version on our website at www.ato.gov.au or contact us.

This publication was current at **April 2009**.

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APPLYING ONLINE

You can apply for a departing Australia superannuation payment (DASP) online. This is a **free service** and your eligibility can be confirmed automatically.

To apply online, visit **www.ato.gov.au** and search for 'Temporary residents online application', or from the Individuals tab select:

- Check your superannuation
- Superannuation essentials
- Temporary resident
- Temporary residents – Departing Australia, then
- Application.

! If you wish to claim super money from more than one super fund, you must complete a separate application for each super fund.

If your super fund has an application form similar to this, you can complete their application form instead of ours.

WHEN TO COMPLETE THIS APPLICATION

You should complete and send this application to your super fund or to the Department of Immigration and Citizenship (for amounts over \$5000) if you held a temporary visa and want to apply for payment of super money that is still held by your super fund. You can only complete and send this application **after you leave Australia**.

If you wish to claim super money that has been paid into:

- the Tax Office as unclaimed super, complete an *Application for payment of unclaimed super – individual* (NAT 71685). If you are authorised to act on behalf of an individual whose name the unclaimed super is held in, complete an *Application for payment of unclaimed super – third party* (NAT 71696).
- Superannuation Holding Accounts special account, complete a *Withdrawal from Superannuation Holding Accounts* (NAT 2373), or
- consolidated revenue, complete an *Application for direct payment from consolidated revenue* (NAT 16338).

! If your claim is more than \$5,000, your super fund will need confirmation of your immigration status. You must apply to the Department of Immigration and Citizenship (DIAC) to obtain this information (see section D: Additional documentation).

➔ To obtain more copies of this application:

- visit **www.ato.gov.au/onlineordering**
- phone us on **13 10 20**.

ELIGIBILITY

You are eligible to use this form if:

- you were a temporary resident
- you entered Australia on a temporary visa
- you have departed Australia
- your visa has ceased to be in effect (has expired or been cancelled), and
- your super fund has not paid your super money to us as unclaimed super.

! Permanent residents, Australian and New Zealand citizens are not eligible to receive a DASP from a superannuation fund.

BEFORE YOU APPLY

Before you complete and send your application, ask your super fund/s:

- if you are entitled to claim your super money (in some cases, your fund's rules may restrict access to your super money)
- how much super money they are holding for you
- if you need to complete any other forms to claim your super money, and
- to confirm that they have not paid your super money to us as unclaimed super.

FINDING YOUR SUPERANNUATION

If you don't know where your super money is, contact your Australian employer/s to find out which super fund they paid it to on your behalf.

You may also be able to locate your super money using our online lost superannuation search tool, SuperSeeker, at **www.ato.gov.au**

SuperSeeker may provide you with possible matches immediately. To use SuperSeeker, you will need your tax file number (TFN), name and date of birth.

If you don't have your TFN, you can ask us to search for you by completing *Searching for lost super* (NAT 2476).

If you do not want to search online, you can request a search using our phone service on:

- **13 10 20** if you are in Australia, between 8.00am and 6.00pm, Monday to Friday
- **+61 2 6216 1111** if you are overseas, between 8.00am and 5.00pm, Monday to Friday (Australian Eastern Standard Time or Eastern Daylight-saving Time).

PROCESSING YOUR APPLICATION

Super funds must pay out your super money within 28 days of receiving a completed application. However, it may take longer than 28 days to process your application if you do not provide all the necessary information. You should ask your super fund if they need any additional information to process your application.

HOW TO COMPLETE THIS APPLICATION

SECTION A: APPLICANT DETAILS

1. Your Australian tax file number (TFN)

Provide your TFN.

Your superannuation fund is authorised to collect your TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence if you do not quote your TFN.

2. Your name

Provide your full name.

3. Your previous name

Provide details of all previous names or other names you are or were commonly known by. If there is insufficient space, attach a separate page.

If you have changed your name since you left Australia, you must also provide documentation that shows how you changed your name, such as a:

- marriage certificate
- deed poll, or
- change of name certificate.

4. Your date of birth

Provide your date of birth.

5. Your current postal address

Provide your current postal address details. All correspondence will be sent to this address.

6. Your phone and fax numbers

Provide your daytime phone and fax numbers including the country and area codes.

7. Your email address

Provide your email address.

8. Your last address in Australia or address shown on your last superannuation fund statement

Provide your last Australian residential address or the address shown on your last superannuation fund statement.

SECTION B: SUPERANNUATION FUND DETAILS

If you wish to claim super money from more than one superannuation fund, you must complete a separate application for each superannuation fund.

9. Superannuation fund name

Provide the name of your superannuation fund.

10. Superannuation fund address

Provide the address of your superannuation fund.

11. Superannuation fund Australian business number (ABN) (if known)

Provide your superannuation fund's Australian business number.

12. Your member account number with this superannuation fund

Provide your member account number with your superannuation fund.

SECTION C: EMPLOYMENT DETAILS

⚠ Only provide details for the employer that has contributed to the superannuation fund you have provided in section B. If you have more than one employer that has contributed to this fund, provide details for each employer (covering questions 13 – 17) on a separate sheet of paper and include with this form. Make sure you include your name and TFN on each page.

13. Employer contact details

Provide contact details of the Australian employer who made super contributions on your behalf.

14. Employer business name

Provide the full business name of your Australian employer.

15. Employer business address

Provide the business address of your Australian employer.

16. Date you commenced employment with this employer

Provide the date you commenced employment with your Australian employer.

17. Date your employment ended with this employer

Provide the date you finished employment with your Australian employer.

SECTION D: ADDITIONAL DOCUMENTATION

If your super money is **less than \$5,000**, you must provide certified copies of the following documents:

- your visa, or evidence that you were the holder of a temporary visa which has ceased to be in effect
- your passport showing your photograph and identification pages, together with the page showing your departure stamp from Australia, and
- documentation showing how you changed your name (for example, your marriage certificate), if you have changed your name since leaving Australia.

If your super money is **\$5,000 or more**, you must provide the following documents:

- documentation showing how you changed your name (for example, your marriage certificate), if you have changed your name since leaving Australia, and
- a written statement from the Department of Immigration and Citizenship (DIAC) stating that you
 - were the holder of a temporary visa which has ceased to be in effect, and
 - have departed Australia.

➡ To obtain this statement, you must complete *Form 1194 Certification of Immigration Status*. Visit www.immi.gov.au to obtain a copy of this form or for more information.

CERTIFICATION OF PERSONAL DOCUMENTS

You must have all copies of your original documents certified by an authorised person. To do this, you must provide the authorised person with the original documents and the copies so that they can make sure they are identical.

The authorised person must certify that each page is a true copy by:

- writing or stamping '**certified true copy**' on each page
- signing each page
- dating each page, and
- printing their name and qualification on each page (for example, 'Tony Smith, Justice of the Peace').

While you are in Australia, you can have copies of your documents certified by a:

- barrister
- doctor
- judge
- Justice of the Peace
- minister of religion (who is authorised to celebrate marriages)
- police officer (rank of sergeant or above, or highest ranking officer in the station)
- bank, building society or credit union officer of at least 5 years service
- sheriff's officer
- solicitor.


If you are outside Australia, you can have copies of your documents certified by consular staff at an:

- Australian Embassy
- High Commission
- Consulate.

If you are unable to reach an Australian Embassy, High Commission or Consulate, your documents can be certified by a:

- notary public
- Justice of the Peace
- judge of the court
- registrar or deputy registrar of a court.

In the case where one of the above is unavailable to certify documents, you can send copies bearing an apostille if the issuing country is a signatory to the Hague Apostille Convention.

 For more information on copies bearing an apostille, visit www.ato.gov.au and search for 'Apostille'.

SECTION E: CONSENT TO TRUSTEE


By completing this section, you authorise the superannuation fund to release your super money.

Provide the superannuation fund name, then sign and date the consent.

SECTION F: DECLARATION BY INDIVIDUAL

When you have completed the application, sign and date the declaration.

WHERE TO SEND THE COMPLETED APPLICATION

 Do not send this form to us.

If your super money is **less than \$5,000**, send your completed application and supporting documentation (see section D) to your **superannuation fund**.

If your super money is **\$5,000 or more**, send your completed application, supporting documentation (see section D) and *Form 1194 Certification of Immigration Status* to:

Department of Immigration and Citizenship
GPO Box 1496
HOBART TAS 7001
AUSTRALIA

DIAC will confirm your eligibility for payment and forward your completed application to your superannuation fund.

MORE INFORMATION

For more information:

- contact your superannuation fund
- visit the DIAC website at www.immi.gov.au
- visit our website at www.ato.gov.au
- email us at DASPMail@ato.gov.au
- fax us on **+61 2 6058 7104**
- phone us on
 - **13 10 20**, if you are in Australia, between 8.00am and 6.00pm Monday to Friday
 - **+61 2 6216 1111**, if you are outside Australia, between 8.00am and 5.00pm Monday to Friday (Australian Eastern Standard Time or Eastern Daylight-saving Time) and ask to speak to Superannuation enquiries.

Translating and teletype services

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call. If you are calling from overseas, phone **+61 3 9203 4027**.

If you have a hearing or speech impairment and use a TTY or modem, phone the National Relay Service on **13 36 77**. For **1800** toll-free numbers, phone **1800 555 677** and quote the number you need. If you are calling from overseas, phone **+61 7 3815 7799**.

If you have a speech impairment and do not use a TTY or modem, phone the Speech to Speech Relay Service on **1300 555 727**. For **1800** toll-free numbers, phone **1800 555 677** and quote the number you need. If you are calling from overseas, phone **+61 7 3815 8000**.



Departing Australia superannuation payment

WHEN COMPLETING THIS APPLICATION

- Print clearly in BLOCK LETTERS using a black pen only.

S M I T H S T

- Place in ALL applicable boxes.

! Remember, if you wish to claim super money from more than one superannuation fund, you must complete a separate application for each superannuation fund.

Section A: Applicant details

1 Your Australian tax file number (TFN)

! Your superannuation fund is authorised to collect your TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence if you do not quote your TFN.

2 Your name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

3 Your previous name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

! Remember, you must provide documentation showing how you changed your name (for example, your marriage certificate) if you have changed your name since leaving Australia.

4 Your date of birth Day / Month / Year

5 Your current postal address (All correspondence will be sent to this address)

Suburb/town/locality

State/territory

Postcode

Country if outside Australia

6 Your phone and fax numbers

Office hours
(Country code) (Area code) (Phone number)

After hours
(Country code) (Area code) (Phone number)

Fax
(Country code) (Area code) (Fax number)

7 Your email address

8 Your last address in Australia or address shown on your last superannuation fund statement

Suburb/town

State/territory

Postcode

Section B: Superannuation fund details

Provide details of the superannuation fund where contributions have been made by you or on your behalf. If you have more than one superannuation fund, you must complete a separate application for each superannuation fund.

! Your application cannot be processed if this section is incomplete.

9 Superannuation fund name

10 Superannuation fund address

Suburb/town

State/territory

Postcode

11 Superannuation fund Australian business number (ABN) (if known)

12 Your member account number with this superannuation fund

Section C: Employment details

13 Employer contact details

Title: Mr Mrs Miss Ms Other

Family name

First given name

Contact telephone number

Email address

14 Employer business name

15 Employer business address

Suburb/town/locality

State/territory

Postcode

Country if outside Australia

16 Date you commenced employment with this employer

Day / Month / Year

17 Date your employment ended with this employer

Day / Month / Year

Section D: Additional documentation

As my super money is **less than \$5,000** I have attached:

- a certified copy of my visa, or evidence that I was a holder of a temporary visa which has ceased to be in effect
- a certified copy of my passport showing my photograph and identification pages, together with the departure stamp from Australia
- a certified copy of supporting documentation for verification of name change since I left Australia (if applicable), and
- any additional information required by my superannuation fund.

As my super money is **\$5,000 or more** I have attached:

- a completed *Form 1194 Certification of Immigration Status* from the Department of Immigration and Citizenship (DIAC)
- a certified copy of supporting documentation for verification of name change since I left Australia (if applicable), and
- any additional information required by my superannuation fund.

! All copies of any documentation you send with this application must be certified.

Section E: Consent to trustee

By completing this section, you authorise the superannuation fund to release your super money.

I wish to apply to the trustee of

Superannuation fund name

for a departing Australia superannuation payment.

Name

Signature

Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Section F: Declaration by individual

Privacy

We are authorised by the *Superannuation Industry (Supervision) Act 1993*, *Retirement Savings Account Act 1997*, *Income Tax Assessment Act 1936*, *Income Tax Assessment Act 1997* and the *Taxation Administration Act 1953* to ask for the information on this application. We need this information to help us process your DASP application. Where authorised by law, we may give this information to other government agencies. These agencies could include the Department of Immigration and Citizenship.

I declare that the information given in this application is complete and correct.

Name

Signature

Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

! You must sign this declaration before you send your completed application.

Lodging your application

❗ You can only lodge your application **after you leave Australia**.

- If your super money is **less than \$5,000**, send your completed application and supporting documentation (see section D) to your **superannuation fund**.
- If your super money is **\$5,000 or more**, send your completed application, supporting documentation (see section D) and *Form 1194 Certification of Immigration Status* to **DIAC** at:

Department of Immigration and Citizenship
GPO Box 1496
HOBART TAS 7001
AUSTRALIA

DIAC will confirm your eligibility for payment and forward your completed application to your superannuation fund.