

# FAMILY LAW INSTRUCTIONS FOR PAYMENT OF ENTITLEMENT

Our information sheet **Super and family law matters** available at [ngssuper.com.au/pds](http://ngssuper.com.au/pds) provides additional information.

### If you need help

For assistance call us on **1300 133 177**.

This form should be completed by the non-member spouse following the split of the superannuation benefit of a member of NGS Super as per instructions received by the trustee of the NGS Super in a court order or agreement. The information in Step 1 of this form is required under Regulation 72 of the Family Law (Superannuation) Regulations 2001.

## Step 1. Complete your personal details

Please print in black or blue pen, in uppercase, one character per box. **A** ✓

### Non-member spouse details

Title Mr  Mrs  Ms  Miss  Other    Date of birth   /   /

Given names

Surname

Previous name (if applicable)

Residential address (**must be advised**)

Suburb State Postcode

Postal address

Suburb State Postcode

Daytime telephone Mobile  
  -

Email

**Existing member** Member number  
Do you have an existing membership in the fund? Yes  No

## Step 2. Complete spouse member details

Name of your spouse

Spouse's member number

Issued by NGS Super Pty Limited ABN 46 003 491 487 AFSL No 233154 the trustee of NGS Super ABN 73 549 180 515



### Step 3. Attach documentation if your personal details have changed

**Name and Date of birth changes** – see the ‘Completing proof of identity’ fact sheet on the website [ngssuper.com.au/poi](http://ngssuper.com.au/poi).

**Address changes** – attach a copy of a recent bill, mail item or driver’s licence that displays your new residential or postal address.

**If the required supporting documentation is not provided, the payment of your benefit will be delayed.**

### Step 4. Provide payment instructions

- It is important that you provide **all** of the information requested on this form to ensure prompt payment of your entitlement
- Appropriate proof of identity (as detailed on this form) **MUST** accompany these payment instructions
- The completed form must be received by the Trustee within 28 days of the date specified in the attached letter
- If you do not provide the Rollover Fund’s Unique Superannuation Identifier (USI) **OR** your new member account number, your benefit cannot be processed. In the event that you do not provide this information, you will be contacted by NGS Super
- Failure to provide the required information, or failure to provide it within the required time, may result in your benefit being transferred to the fund’s eligible rollover fund

Please instruct us what you wish to do with your benefit: (select an option )

**Option 1: Pay as cash** (you must be eligible and complete **Step 5 for preservation declaration**)

**Are you an Australian or New Zealand citizen or an Australian Permanent Resident?**

YES  NO

The ability to pay as cash (and the rate of any applicable tax) may depend upon your residency or citizenship status. If your payment request is affected by your residency/citizenship status, you will be advised accordingly. Failure to respond to the above question may result in delays in the processing of your payment(s).

Pay \$  gross (tax may be payable on cash payments – see our fact sheet **Fees, costs and tax** available on our website for more information). If you are under preservation age or if you do not meet a condition of release as shown in Step 5, payment can only be made from your unrestricted non-preserved component (if any).

Maximum amount available

**Please provide details of how you would like to receive your payment:**

Cheque (Cheques can only be made in your name)

or

EFT paid directly to my financial institution (bank/credit union/building society account)

**Please provide proof of your account details such as a statement that shows your BSB number, your bank account number and your account name.**

Financial institution

Account held in the name of

BSB

Account number

Money cannot be paid into a credit card account or a third party account. We will take care to ensure your money is paid in line with the details you have provided. However, we accept no responsibility for any loss which occurs as a result of incorrect bank account details you provide us. If the bank rejects the payment of your money, we will pay you by cheque.



## Step 5. Complete preservation declaration

Please complete if you are selecting Option 1 (pay as cash) at Step 4.

A portion of your benefit may be subject to preservation. If the preserved portion of your benefit is over \$200, legislation requires that this amount be retained until you meet a condition of release.

Please complete one of the following declarations and ensure that your proof of identity (requested at Step 6) shows your date of birth.

(select one option )

- I have reached **preservation age** (please refer to the table below), have ceased employment and permanently retired<sup>2</sup> from the workforce.
- I am at least 60 years of age and I have ceased gainful employment<sup>3</sup> since attaining age 60, even if I am not permanently retired<sup>2</sup>.
- I am at least 65 years of age.
- I do not meet any of the above conditions. I understand I can only make withdrawals from my unrestricted non-preserved component (if available).

<sup>2</sup> **Permanently retired** is defined as never being gainfully employed again for more than 10 hours per week.

<sup>3</sup> **Gainfully employed** means employed or self-employed for gain or reward in any business, trade, profession, calling, occupation or employment.

Date of birth	Preservation age
1 July 1963 to 30 June 1964	59
1 July 1964 or after	60

## Step 6. Attach proof of identity

For identification purposes, you **MUST** attach a certified copy of either your driver's licence (front and back) or passport (or acceptable alternatives). You can have these documents certified by a number of people including either a full-time teacher or by a post office employee with more than two years' continuous service. For a full list of people who can certify documents and acceptable alternative documents, please visit [ngssuper.com.au/POI](https://ngssuper.com.au/POI). An example of how to certify documents is shown below. Failure to provide appropriate proof of identification may result in delays in the processing of your payment(s).

### How to certify documents

After sighting the original and the copy and making sure both documents are identical, the certifier must include on EACH page:

- written or stamped 'certified true copy'
- signature and printed full name
- qualification (such as Justice of the Peace, Australia Post employee with more than 2 years' continuous service, etc.)
- date (the date of certification must be within the 12 months prior to our receipt).



← A clear copy of the document that identifies you (i.e. your driver's licence (**front and back**) or passport).  
← Certified true copy ← Write or stamp 'certified true copy' of the original document.  
← J. Sample ← The authorised person's signature.  
← Mr John Sample ← Full name, qualification and registration number (if applicable) of the authorised person.  
← Justice of Peace ←  
← Registration No.123456789 ←  
← Date: 31/05/2022 ← Date of certification (within 12 months of receipt by NGS).

### Verification

A verification of the certifying party may be performed. If a discrepancy arises, you may be requested to re-certify documentation.

### Important note

The information in this document is a guide only and we may request additional documentation prior to any payment.

## Step 7. Providing your tax file number

There may be tax implications if you have not yet provided, or choose not to provide, your tax file number (TFN). Whilst it is not compulsory to provide your TFN, not doing so could cost you in the following ways:

- you may have paid more tax than necessary on super contributions made for you by your employer (including SG, salary sacrifice and other contributions) in this financial year. This additional tax can be reversed if you provide your TFN to the fund before the end of the financial year, or your earlier payment from the fund. Although you may be able to claim back this additional tax if you later provide your TFN, time limits and other rules may apply, which may affect the size of any refund.
- you may pay additional tax on your super payout. However it might be possible to claim this back when lodging your tax return.
- you may miss out on any government Super Co-contributions for which you may be eligible; and
- you may have difficulty locating your super in the future, should you lose contact with your fund(s).

Select one option

My tax file number is    -    -

I do not wish to provide my tax file number to the Trustee

Signature

Date   /   /

## Step 8. Complete the checklist

To enable your payment to be processed promptly, please ensure you have correctly completed this form before returning it to the fund.

Have you:

- Provided your member details in **Step 1**?
- Attached supporting documentation for any change of name, date of birth or address detailed in **Step 3**?
- Provided complete payment instructions in **Step 4**?
- Signed and dated the form (**Step 9**)?

### Completing proof of identity

Have you attached the correct identification as outlined in step 6?

Select the identification you have provided:

- One primary identification document or
- Two alternative identification documents (one from each of the lists specified)

Is your identification current? If providing an Australian Passport, one that has expired within the last two years is acceptable.

Are your documents correctly certified? Ensure the certifier has included ALL of the following on each page:

- Written or stamped 'certified true copy'
- Signature and printed name
- Date – the date MUST be within twelve months of the date we receive your completed form.
- Qualification (such as Justice of the Peace, Australia Post employee with more than two years' continuous service, etc)

Please refer to the **Proof of identity** information sheet at [ngssuper.com.au/poi](http://ngssuper.com.au/poi) for more details on how to certify a document and a list of valid certifiers.

## Step 9. Sign the form

By signing this form I understand that:

- information contained in this form will be relied upon and used by the Trustee to process my benefit payment
- there may be delay in payment if my details have recently changed
- I consent to my personal information being collected, disclosed and used as described in the **Privacy Collection Statement**.

Signature

X

Date

/   /

**Please return your completed form together with your proof of identity to:**

**NGS Super  
GPO Box 4303  
Melbourne VIC 3001**

## Privacy Collection Statement

NGS Super Pty Limited ABN 46 003 491 487 of **Level 4, 14 Martin Place Sydney NSW 2000** collects personal information from you (or from third parties such as your employer or another super fund) to manage your NGS Super account, keep you informed, improve our products and services or take action on a matter you have contacted us about. If we don't have your personal information, we may not be able to perform these services. We may be authorised to collect your personal information by certain laws, including laws relating to superannuation, taxation and anti-money laundering/counter-terrorism financing.

We disclose personal information as required to manage the Fund, to service providers (including our administrator, our insurer and professional advisers), employers or parties required by law. Personal information may be accessed by service providers overseas, most likely by our administrator's processing centre in India. For any other offshore locations, details of how to access and change your personal information and the privacy complaints process, go to [ngssuper.com/pcs](https://ngssuper.com/pcs) and [ngssuper.com/privacy](https://ngssuper.com/privacy) or call us on **1300 133 177**.