

Payment of unclaimed superannuation money

How to complete your *Application for payment of unclaimed superannuation money – individual*.

! For information about unclaimed superannuation money, visit www.ato.gov.au and search for 'superannuation and unclaimed money'.

> If you are claiming on behalf of someone else, you need to complete the *Application for payment of unclaimed superannuation money – third party* (NAT 71696). To obtain a copy of this publication, refer to 'More information' on page 6.

WHO SHOULD COMPLETE THIS APPLICATION?

You should complete this application if you want to request a payment of unclaimed superannuation money held by us in your name. Your unclaimed superannuation money may have been paid to the Tax Office for one of the following reasons:

- you were aged 65 years or older
- you held a temporary visa that has ceased to be in effect (has expired or been cancelled) for at least six months and it has been at least six months since you left Australia
- you were entitled to a superannuation amount that was paid to the Tax Office as a non-member spouse account. Such a superannuation account would have been created in your name due to a financial agreement or court order under the *Family Law Act 1975* where the superannuation fund was required to split a superannuation amount originally held in your former spouse's or de facto partner's name.

When completing this application you must:

- provide certified documents to prove your claim
- not claim on behalf of any other person or entity.

HOW DO I COMPLETE THIS APPLICATION?

Section A: Reason for application

Question 1

Why are you completing this application for payment of unclaimed superannuation money?

Select the reason why you are applying for payment of unclaimed superannuation money.

Section B: Your details

Question 2

Tax file number

Provide your tax file number (TFN).

We are authorised under the *Taxation Administration Act 1953* to collect your TFN. You are not required by law to provide your TFN. However, quoting your TFN reduces the risk of administrative errors that could delay the processing of your application.

For information about withholding tax, refer to section G: Payment options.



Question 3**Name**

Provide your full name.

Question 4**Previous names**

Provide your previous names.

If you have changed your name, you need to provide certified evidence of your name change – for example, a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office in your country. Refer to section F of the instructions for more information about certifying copies of documents.

If there is insufficient space, write the details on a separate page and include it with this form.

Question 5**Sex**

Indicate your sex by selecting the relevant box.

Question 6**Date of birth**

Provide your date of birth.

Question 7**Residential address**

Provide your current residential address.

Question 8**Postal address**

Provide your current postal address.

If this is the same as your residential address write 'AS ABOVE'.

Question 9**Previous Australian residential addresses**

Provide details of all previous residential addresses in Australia relevant to this claim.

If there is insufficient space, write the details on a separate page and include it with this form.

Question 10**Phone and fax numbers**

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

Question 11**Email address**

Provide your email address.

Question 12**Have you previously held a temporary visa?**

Indicate whether you have previously held a temporary visa.

If you select 'Yes', go to section C: Visa details.

If you select 'No', go to:

- section D: Employer details – where you are aged 65 years or older
- section E: Superannuation fund details – where you are entitled to this superannuation amount due to a financial agreement or court order under the *Family Law Act 1975* and the money is held by the Tax Office in your name.

Section C: Visa details

If you have previously held a temporary visa, you must complete this section.

Question 13**Passport details you previously used to enter Australia as a temporary visa holder**

Provide the passport number, the name of the issuing country on the passport and the visa class that you previously used to enter Australia as a temporary visa holder.

Question 14**Current residency and immigration status**

Provide details of your current residency and immigration status.

Where 'Current temporary visa holder' is selected, you must provide details of your visa class.

Where 'Other – your current citizenship' is selected, you need to provide further information to clarify your status – for example, if you are an American citizen write 'American'.

We will use this information to determine if you have chosen a correct payment option. Refer to section G of the instructions for information about payment options that may be available for you.

If you are an Australian citizen or a permanent Australian resident, you must answer question 15. Otherwise, go to section D: Employer details, unless you are entitled to this superannuation amount due to a financial agreement or court order under the *Family Law Act 1975*. In that case, go to section E: Superannuation fund details.

Question 15

Did you last leave Australia or hold a temporary visa after 30 June 2007?

Select the relevant box.

This information will be used to assist us in calculating your entitlement.

When you have completed this question, go to section D: Employer details, unless you are entitled to this superannuation amount due to a financial agreement or court order under the *Family Law Act 1975*. In that case, go to section E: Superannuation fund details.

Section D: Employer details

Question 16

Previous employer details

Provide details of all your employers who may have made superannuation contributions (relevant to this claim) on your behalf.

If there is insufficient space, write the details on a separate page and include it with this form.

When you have completed this question, go to section E.

Section E: Superannuation fund details

Question 17

Superannuation fund details

Provide details of all superannuation funds that may have held your superannuation money or made payment of your superannuation accounts to us.

If there is insufficient space, write the details on a separate page and include it with this form.

Section F: Your supporting documents

Certification of personal documents

You must have all copies of your original documents certified by an authorised person. If the original document is not written in English, there are extra requirements detailed below.

The authorised person certifying your documents must sign the originals and certify on the copies that **each page** is a true copy by writing or stamping 'certified true copy', followed by:

- their signature
- their printed name
- their qualification (for example, 'Justice of the Peace')
- the date.

In Australia, you can have copies of your documents certified by a:

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

In Australia, if the original document is not written in English, you must have an approved translation service (for example, the Department of Immigration and Citizenship, an appropriate embassy or professional translation service) provide you with an official true and correct written translation of the document. You must then provide us with certified copies of both the original document and the written translation.


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, you can have your documents certified by a:

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

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

-  For more information on:
- copies of documents bearing an apostille, visit www.ato.gov.au and search for 'Apostille'
 - certification of documents while you are outside Australia, visit www.ato.gov.au and search for 'certified documents'.

If you are outside Australia and your original document is not written in English, you must have an approved translation service provide you with an official true and correct written translation of the document. You must then provide us with certified copies of both the original document and the written translation. You can obtain the name of an approved translation service from your nearest Australian:

- Embassy
- High Commission
- Consulate.

Question 18

Proof of passport details you used to enter and leave Australia as a temporary visa holder

Only answer this question if you completed section C. Otherwise, go to question 19.

Include with this form certified copies of the passport details you used to enter and leave Australia as a temporary visa holder.


Question 19

Proof of identity

Include certified copies of your proof of identity documentation with this form.


Question 20

Proof of ownership

-  A proof of ownership document is **not** required where your application is for:
- an amount up to \$500 and you have quoted your TFN on this form, or
 - amounts paid to us where you were a former temporary resident who left Australia.

If you have not quoted your TFN or your application is for an amount over \$500, you must provide a certified copy of one of the following documents:

- correspondence from your superannuation fund, on their letterhead, linking you to the account as the rightful owner
- correspondence from your superannuation fund, on their letterhead, certifying that you are the rightful owner
- correspondence from the employer who contributed superannuation on your behalf confirming your employment and linking you with the superannuation fund
- correspondence from your employer, on their letterhead, certifying that you are the rightful owner of the superannuation
- a document (for example, a bank statement or utilities bill) linking you to the last known address held by the superannuation fund.

-  Where your application is for unclaimed superannuation money paid to the Tax Office by more than one superannuation fund, you must supply documentation to prove you are the rightful recipient for each account over \$500.

Question 21

Do you have a terminal medical condition?

-  Do not answer this question if you completed section C.

Select the relevant box.

If you select 'Yes', you must provide us with certified copies of medical certificates from two registered medical practitioners. You can provide one certificate signed by both medical practitioners, or you can provide two separate certificates. One of the practitioners must be a specialist in the area related to your illness or injury.

They must certify that you suffer from an illness, or have an injury, that is likely to result in your death within 12 months.

For information on having a terminal medical condition and how it may affect withholding tax on your payment, refer to section G: Payment options in the instructions.

Question 22

Is there a current court order or financial agreement under the *Family Law Act 1975* in place that may affect your entitlement to claim this superannuation?

Select the relevant box.

If you select 'Yes', you must provide us with a certified copy of the court order or financial agreement.

Section G: Payment options

Depending upon your circumstances, your unclaimed superannuation money may be:

- 1 paid to you by cheque
- 2 paid into a complying superannuation plan.

 A complying superannuation plan may be a:

- complying superannuation fund
- public sector superannuation scheme
- complying approved deposit fund
- retirement savings account.


To check whether your superannuation fund is a complying superannuation fund, visit www.abn.business.gov.au and use the Super Fund Lookup.

If you are claiming more than one unclaimed superannuation money amount and you are not a former temporary resident, you may nominate a different option for each unclaimed superannuation amount. If you choose to do this, you must write the payment option details for each amount on a separate page, including the name of the original superannuation fund that paid the unclaimed superannuation amount to us, and attach it to this form.

Where you have been identified as a former temporary resident, your unclaimed superannuation money is generally payable to you as a departing Australia superannuation payment; otherwise, your unclaimed superannuation money is payable to you as a superannuation lump sum payment.

If you are the holder of a temporary visa that has ceased to be in effect (has expired or been cancelled), you can nominate to have your unclaimed superannuation money paid to a complying superannuation plan only if you now:

- hold a permanent Australian visa
- are an Australian or New Zealand citizen, or
- hold a prescribed Australian visa.

 For more information, visit www.ato.gov.au and search for 'former temporary resident unclaimed super'.

Option 1 – Payments by cheque

Payments made by cheque will be sent to the postal address you provided in question 8.

Option 2 – Payments to a complying superannuation plan


If you choose to have your unclaimed superannuation money paid into a complying superannuation plan, you will need to complete the relevant fund details. You should check with your fund whether it is able to receive unclaimed superannuation payments.

You need to consider all relevant information before you make a decision to have any unclaimed superannuation money paid into a complying superannuation plan, including:

- fees – your fund may charge you entry or deposit fees on payment
- death and disability benefits – your fund may not offer insurance, or may require you to pass a medical examination before they cover you. You should consider the costs and amount of any cover offered.

(Disclaimer: this information does not constitute financial advice. Should you need financial assistance, seek professional advice.)

If you ask for such information, your superannuation fund must provide it to you.

 Payments of unclaimed superannuation money you receive from us are subject to the same withholding tax obligations as benefits paid by a superannuation fund. If you choose to receive a payment directly, we may be required to withhold tax at the relevant rate. For further information on:

- departing Australia superannuation payments, visit www.ato.gov.au and search for 'former temporary resident'
- superannuation lump sum payments, refer to *Tax table for superannuation lump sums* (NAT 70981). To obtain a copy of this publication, see 'More information' on the next page
- payments to you where you have a terminal medical condition, visit www.ato.gov.au and search for 'terminal medical condition'.

If you do not provide your tax file number, we may withhold an amount up to the highest marginal tax rate (plus Medicare levy) from your superannuation lump sum payment.

Section H: Declaration

Read the declaration. If it is correct, print your full name then sign and date the declaration.

Lodging your application

Keep a copy of this application for your records and send the original, together with certified copies of your supporting documents, to us at:

Australian Taxation Office
PO Box 3578
ALBURY NSW 2640
AUSTRALIA

MORE INFORMATION

For more information about unclaimed superannuation money, refer to:

- www.ato.gov.au and search for 'superannuation and unclaimed money'
- *Application for payment of unclaimed superannuation money – third party* (NAT 71696)

To obtain a copy of our publications or for more information:

- visit www.ato.gov.au
- phone our automated publications distribution service on **1300 720 092**
- 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
- write to us at
Australian Taxation Office
PO Box 3100
PENRITH NSW 2740
AUSTRALIA

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, you can contact us through the National Relay Service (NRS). If you are:

- a TTY user, phone **13 36 77** and quote the Tax Office number you need. If you are calling from overseas, phone **+61 7 3815 7799**
- a Speak and Listen (speech-to-speech relay) user, phone **1300 555 727** and quote the Tax Office number you need. If you are calling from overseas, phone **+61 7 3815 8000**
- an internet relay user, connect to the NRS on www.relayservice.com.au and quote the Tax Office number you need.

If you would like further information about the NRS, phone **1800 555 660** or email helpdesk@relayservice.com.au

OUR COMMITMENT TO YOU

We are committed to providing you with advice and 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 advice and 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 **November 2009**.



WHEN COMPLETING THIS APPLICATION

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

SMITH ST

- Place in all applicable boxes.

Section A: Reason for application

1 Why are you applying for payment of unclaimed superannuation money?

- I am aged 65 years or older.
- I previously held a temporary visa that has ceased to be in effect (has expired or been cancelled) for at least six months and, in respect of that visa, it has been at least six months since I left Australia.
- I am entitled to this superannuation amount due to a financial agreement or court order under the *Family Law Act 1975* and the money is held by the Tax Office in my name.

Section B: Your details

2 Tax file number

! We are authorised under the *Taxation Administration Act 1953* to collect your tax file number (TFN). You are not required by law to provide your TFN. However, quoting your TFN reduces the risk of administrative errors that could delay the processing of your application.

3 Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

4 Previous names

! If there is insufficient space, write details on a separate page and include it with this form.

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

! Remember to provide certified evidence of your name change (for example, your marriage certificate) if you have changed your name.

5 Sex Male Female

6 Date of birth / /

7 Residential address

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if outside Australia

8 Postal address

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if outside Australia

9 Previous Australian residential addresses

! If there is insufficient space, write details on a separate page and include it with this form.

Address 1

Suburb/town/locality

State/territory

Postcode

Address 2

Suburb/town/locality

State/territory

Postcode

10 Phone and fax numbers (include country code if applicable)

Daytime number

(Country code) (Area code) (Phone number)

After hours

(Country code) (Area code) (Phone number)

Fax

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

11 Email address

12 Have you previously held a temporary visa?

No Go to:

■ section D: Employer details – where you are aged 65 years or older

■ section E: Superannuation fund details – where you are entitled to this superannuation amount due to a financial agreement or court order under the *Family Law Act 1975* and the money is held by the Tax Office in your name.

Yes Go to section C: Visa details.

Section C: **Visa details**

Complete this section if you have previously held a temporary visa.

13 **Passport details you previously used to enter Australia as a temporary visa holder**

Passport number

Country of issue

Visa class

14 **Current residency and immigration status**

Australian citizen

New Zealand citizen

Permanent Australian resident

Current temporary visa holder Visa class

Other – your current citizenship Details

➤ If you are an Australian citizen or a permanent Australian resident, you must answer question 15. Otherwise, go to section D: Employer details, unless you are entitled to this superannuation amount due to a financial agreement or court order under the *Family Law Act 1975*. In that case, go to section E: Superannuation fund details.

15 **Did you last leave Australia or hold a temporary visa after 30 June 2007?**

No

Yes

➤ When you have completed this question, go to section D: Employer details, unless you are entitled to this superannuation amount due to a financial agreement or court order under the *Family Law Act 1975*. In that case, go to section E: Superannuation fund details.

Section D: Employer details

16 Previous employer details

! If you have more than one employer, write all details on a separate page and include it with this form.

Name

Australian business number (ABN) (if known)

Address

Suburb/town/locality

State/territory

Postcode

Occupation

Period of employment: From ^{Day} / ^{Month} / ^{Year} to ^{Day} / ^{Month} / ^{Year}

Section E: Superannuation fund details

17 Superannuation fund details

! If you have more than one superannuation fund, write all details on a separate page and include it with this form.

Name

Account number

Address

Suburb/town/locality

State/territory

Postcode

Account balance \$,,.

Period of account: From ^{Day} / ^{Month} / ^{Year} to ^{Day} / ^{Month} / ^{Year}

Section F: Your supporting documents

! You must provide us with certified copies of the relevant documents listed in this section to support your application.

Refer to page 3 of the instructions for information about certifying copies.

18 Proof of passport details you used to enter and leave Australia as a temporary visa holder

! Only answer this question if you completed section C. Otherwise, go to question 19.

Provide a certified copy 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.

19 Proof of identity

You must supply certified copies of two of the documents below – at least one must be from list 1.

❗ If you completed question 18, you will only need to provide one further document from either of the lists below.

LIST 1

- Current Australian drivers licence issued under state or territory law
- Current Australian passport
- Current overseas passport
- Birth certificate or birth extract
- Citizenship certificate issued by the Australian government
- Citizenship certificate issued by the New Zealand government
- Pension card issued by Centrelink that entitles you to financial benefits

❗ If you have changed your name, you must also provide certified evidence of your name change such as a marriage certificate, deed poll or change of name certificate.

LIST 2

- Letter from Centrelink about a government assistance payment
- Notice issued by an Australian government, state or territory authority within the past 12 months that contains your name and residential address – for example, a:
 - Tax Office notice of assessment
 - rates notice from local council
- Australian bank, credit union or building society account statement, less than one year old, that shows your name and residential address and matches your current address details provided on the application
- Australian firearm licence
- Medicare card
- Overseas drivers licence (the address listed on the licence must match the current address details provided on this application)
- Overseas government identification card
- National photo identification card
- Marriage certificate ❗ If this document is provided as evidence of your name change, it will **not** be classified as a second document. You must still provide an additional proof of identity document.

20 Proof of ownership

❗ A proof of ownership document is **not** required where your application is for:

- an amount up to \$500 and you have quoted your TFN on this form, or
- amounts paid to us where you were a former temporary resident who left Australia.

If you have not quoted your TFN or your application is for an amount over \$500, you must provide a certified copy of one of the following documents:

- correspondence from your superannuation fund, on their letterhead, linking you to the account as the rightful owner
- correspondence from your superannuation fund, on their letterhead, certifying that you are the rightful owner
- correspondence from the employer who contributed superannuation on your behalf confirming your employment and linking you with the superannuation fund
- correspondence from your employer, on their letterhead, certifying that you are the rightful owner of the superannuation
- a document (for example, a bank statement or utilities bill) linking you to the last known address held by the superannuation fund.

❗ Where your application is for unclaimed superannuation money paid to the Tax Office by more than one superannuation fund, you must supply documentation to prove you are the rightful recipient for each account over \$500.

21 Do you have a terminal medical condition?

❗ Do not answer this question if you completed section C.

No

Yes You must provide us with certified copies of medical certificates from two registered medical practitioners.

You can provide one certificate signed by both medical practitioners, or you can provide two separate certificates. One of the practitioners must be a specialist in the area related to your illness or injury.

They must certify that you suffer from an illness, or have an injury, that is likely to result in your death within 12 months.

22 Is there a current court order or financial agreement under the *Family Law Act 1975* in place that may affect your entitlement to claim this superannuation?

No

Yes You must provide a certified copy of the court order or financial agreement.

Section G: Payment options

Nominate how you would like to receive your payment of unclaimed superannuation money.

Option 1

Pay my unclaimed superannuation money account balances by cheque to my postal address

Option 2

! If you are claiming more than one unclaimed superannuation money amount and you are not a former temporary resident, you may nominate a different option for each unclaimed superannuation amount. If you choose to do this, you must write the payment option details for each amount on a separate page, including the name of the original superannuation fund that paid the unclaimed superannuation amount to us, and attach it to this form.

Pay my unclaimed superannuation money account balances to:

Superannuation fund name (provide the full name)

Superannuation fund ABN

Superannuation fund postal address

Suburb/town/locality

State/territory

Postcode

Superannuation fund contact phone number (including area code)

Member account name

Member account number

! Remember to ask your superannuation fund about any fees or charges that may apply, or for any other information on how a payment may affect your benefits.

(Disclaimer: this information does not constitute financial advice. Should you need financial assistance, seek professional advice.)

! If you are the holder of a temporary visa that has ceased to be in effect (has expired or been cancelled), you can nominate to have your unclaimed superannuation money paid to a complying superannuation plan only if you now:

- hold a permanent Australian visa
- are an Australian or New Zealand citizen, or
- hold a prescribed Australian visa.

Section H: Declaration

Privacy information

We are authorised by the *Superannuation (Unclaimed Money and Lost Members) Act 1999* to ask for information on this application. We need this information for the purposes of administering the tax laws. Where authorised by law to do so, we may give some of this information to other government agencies, including Commonwealth, state, territory and local government agencies authorised by law to receive it.

I declare that:

- *I am the owner of the unclaimed superannuation money*
- *the information given on this application, including any attachments, is accurate and complete*
- *neither I nor any representative on my behalf has made a previous claim for the unclaimed superannuation money claimed in this application*
- *I authorise and direct the Tax Office to pay the unclaimed superannuation money amount as indicated in section G.*

Name (Print in BLOCK LETTERS)

Signature

Date

Day

Month

Year

 / / 

The tax law imposes heavy penalties for giving false or misleading information.

Lodging your application

Send your completed application, including any attachments and supporting documents, to us at:

Australian Taxation Office
PO Box 3578
ALBURY NSW 2640
AUSTRALIA