

Application for Disability Lump Sum

State Employees Retirement Benefit Scheme (SERB)

Who should use this form?

You should complete this form if you are a State Employees Retirement Benefit Scheme (SERB) member who is applying for a Disability Lump Sum benefit.

Did you know?

If you would like to leave your benefits with ESSSuper in an Accumulation Plan, all you need to do is complete section 3.

With ESSSuper, you pay no entry or exit fees, just one low management fee. Keeping your money with ESSSuper means that your money will remain in a more favourable tax environment, it also allows for the convenience for you to withdraw any non-preserved money from the Accumulation Plan as it suits you.

Before you start

If you are unsure of the options available to you or would like any further information on claiming a disability lump sum please call our Member Service Centre prior to submitting your application. One of our Superannuation Consultants will be able to assist you and answer your questions.

ESSSuper also have Member Education Consultants who are able to explain your benefits and help with the decisions you are facing.

All PDSs and Factsheets can be found at esssuper.com.au or by calling the Member Service Centre on 1300 655 476.

Please complete this form in pen using CAPITAL letters and mark with an [X] where applicable.

Section 1 Member details

Member number

Title Mr Mrs Ms Miss Other (please specify)

Surname

Given names

Date of birth / /

Postal address

Suburb

State Postcode

Mark with an **X** if your postal and residential address are the same. If your residential address is different, please specify below.

Residential address


Suburb

State Postcode

Telephone (business hours) () (after hours) ()

Telephone (mobile)

Email address

 **By providing your email address you are authorising ESSSuper to send communications to that address. This authorisation will apply until it is revoked by you.**

Type of benefit Age 65 payment Pre age 65 request (subject to Board approval)

Section 2 Payment Option

I wish to receive my payment as follows:

Electronic Funds Transfer (EFT) payment to my bank account
 \$, , . 0 0 **OR** % *(Complete Sections 7, 8 & 9)*

I wish to transfer my benefit to the following ESSSuper product:

- ESSSuper's Accumulation Plan *(Complete Sections 3, 8 & 9)*
- ESSSuper's Working Income Stream *(Complete Sections 4, 8 & 9). For members ages over 55*
- ESSSuper's Retirement Income Steam *(Complete Sections 4, 8 & 9). For members aged over 55.*

Rollover to a complying superannuation fund(s)
 \$, , . 0 0 **OR** % *(Complete Sections 5, 8 & 9)*

Section 6

Tax file number (TFN) notification authority

Authorised purposes for which we may use your TFN include:

- taxing superannuation benefits at concessional rates;
- providing your TFN to the Australian Taxation Office when you receive a benefit or if you have unclaimed superannuation money after reaching the aged pension age;
- providing your TFN to a superannuation fund (or Retirement Savings Account) receiving any monies you may transfer, unless you tell us in writing that you don't want your TFN passed on to your new fund.

There is no requirement for you to provide your TFN and failing to provide it is not an offence. However, if you do not provide us with your TFN, either now or later, you may have to pay more tax on your superannuation benefits or contributions than would otherwise have been necessary. In some instances the additional tax paid may be reclaimed through the Australian Taxation Office.

For tax-related information, please contact the Australian Taxation Office Superannuation Helpline on 13 10 20.

Please tick one of the following:

I do not wish to provide my Tax File Number and understand that I am under no obligation to do so.

OR

I agree to provide my Tax File Number for the purposes outlined above.

Tax File Number - -

Section 7

Your banking details

- Your lump sum will be deposited into an account held in your name (or jointly in your name). Please provide details below.
- Take care in recording, financial institution details, particularly the account number (most account numbers have a maximum of nine digits). Neither your bank nor ESSSuper can accept responsibility for any delay or loss of interest caused by incorrect bank details on this application.
- Please note that if you require a payment to be made to an overseas institution, please call our Member Service Centre on 1300 655 476. Financial institutions charge transaction fees for deposits made to overseas accounts.

Name of financial institution

Financial institution postal address

Suburb

State

Postcode

Account holder name
(e.g. John Citizen)

BSB number

-

Account number

Section 8

Certified identification

The *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act) was introduced to help the Government fight the funding of terrorism and money laundering activities, and is law. The rules that came into affect require that ESSSuper members provide identification when making certain requests.

Please ensure you attach a certified copy* of your identification

Please provide:

A certified copy* of your current Driver's Licence or valid Passport

OR

If you do not have a current Driver's Licence or valid Passport please provide a certified copy* of:

Either a birth certificate or extract, or Australian citizenship certificate or Centrelink pension card;

AND any of the following documents:

A letter addressed to you from Centrelink regarding benefits, or any letter from a Federal, State or local government agency showing your name and address details.

*Note: Please refer to the section titled "How to Certify Documents" on page 5 of this form for details about what you need to do to get copies of your ID legally certified.

Section 9

Declaration and signature

I acknowledge and agree that:

- The information provided on this application is true and correct.
- I fully understand and accept the implications of my application. I request that my benefit be paid according to the information provided in this application and I authorise ESSSuper to deduct any monies owing to the Scheme from my superannuation benefit.
- I have read and understood the *Claiming a Disability Benefit* brochure available from ESSSuper, and I acknowledge that the information provided by ESSSuper is of a general nature and does not constitute personal financial advice. I have considered obtaining independent financial advice in respect of my superannuation options.
- I have read and accept the statements relating to privacy appearing in the ESSSuper privacy statement available from ESSSuper's website at esssuper.com.au. ESSSuper will collect and use the information contained in this form to administer the public sector superannuation scheme of which I am a member, or a beneficiary of a member. This information may be disclosed to third parties to administer my membership, or claim, or as required or authorised by law.
- I acknowledge and agree ESSSuper will collect and use the information contained in this form to administer the public sector superannuation scheme of which I am a member, or a beneficiary of a member.
- I understand this information may be disclosed to third parties to administer my membership, or claim, or as required or authorised by law.

Signature

Date / /

Please forward your completed form and supporting documents to the address listed below.

Please forward this completed form to

ESSSuper GPO Box 1974, Melbourne Vic 3001
T 1300 655 476 | W esssuper.com.au

At ESSSuper, we treat the privacy and confidentiality of our members' personal information seriously. We are committed to complying with the guidelines of the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001 (Vic)*. To obtain a copy of ESSSuper's *Privacy Policy* and *Privacy Collection Statement*, please visit our website at esssuper.com.au

How to certify documents

You do not need to seek an authorised witness to certify a photocopy of your identification if you bring your original identification for an ESSSuper staff member to sight, and a copy is made for our use only. However copies of any other documents, any photocopies sent in to us, or any copies that will be used to transfer funds from another superannuation fund to ESSSuper, must be certified as set out below:

Step 1	Step 2	Step 3
Take the original and a copy of your selected documents to an approved certifier (see list below) who will verify that the original documents have been sighted.	Ensure that the certifier sights the original and then signs the copy confirming it is a true copy of the original. The certifier must also provide their name, the date of certification and the category/occupation that allows them to certify documents.	Post your completed application form and the certified copy of your documents to ESSSuper. NOTE: We can not accept a photocopy, scanned copy via email or a fax of the certification. Please ensure the original certification is sent.

Who can certify documents?

Conditions and definitions

Accountant

- A member of the Institute of Chartered Accountants in Australia and New Zealand, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants, Member of the Association of Taxation and Management Accountants; or a Fellow of the National Tax Accountants' Association.

Banking or Financial Institutions

- A bank or building society or Credit Union officer with 2 or more continuous years of service; or a finance company officer with 2 or more continuous years of service; or a Financial Adviser or Financial Planner. An officer with, or a credit representative of, a holder of an Australia credit license, having 2 or more years of continuous service with one or more licensees.

Consular or Diplomatic Officer

- An Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of Consular Fees Act 1955).

Justice of the Peace or Notary Public

- A Justice of the Peace or Notary Public.

Law Enforcement

- A Police officer; a Sheriff or Sheriff's officer; a member of the Australian Defence Force who is an officer; or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service or a warrant officer within the meaning of that Act.

Legal Professional

- Legal practitioner; a judge of a court; a magistrate; a chief executive officer of a Commonwealth court; a registrar or a deputy registrar of a court; a master of the court; a Bailiff; a Clerk of the court; a Trademarks attorney; a Patent attorney; a Commissioner for Affidavits; or a Commissioner of Declarations. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).

Medical and Pharmacy

- Medical Practitioner; Dentist; Pharmacist; Chiropractor; Nurse; Optometrist; Physiotherapist; Psychologist; Midwife or Occupational Therapist.

Outside of Australia, Employee of the Trade Commission or of the Commonwealth

- An employee of the Australian Trade Commission or of the Commonwealth who is in a country or place outside Australia and is authorised under paragraph 3 (c) or 3 (d) of the Consular Fees Act 1955 and exercising his or her function in that place.

Politician or Government Employee

- A permanent employee of the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority or a local government authority with 2 or more years of continuous service. A member of the Parliament of the Commonwealth; or the Parliament of a State; or a Territory legislature; or a local government authority of a State or Territory. A Senior Executive Service employee of the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority.
- Migration Agent registered under Division 3 of Part 3 of the Migration Act 1958.
- State Emergency Service employee of the Commonwealth.
- Australian Public Sector employee engaged on an ongoing basis with 2 or more years of continuous service who is not specified in another item of this part.

Teacher

- A Teacher Employed on a full time basis at a school or tertiary education institution.

Other

- A Veterinary Surgeon; Marriage celebrant or Minister of religion registered under Subdivision A or C of Division 1 of Part IV of the Marriage Act 1961.
- A member of Engineers Australia, other than at the grade of student, or a registered Professional Engineer of Professionals Australia or registered as an engineer under a law of the Commonwealth, a State or Territory or registered on the National Engineering Register by Engineers Australia; a person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made; a member of the Australasian Institute of Mining and Metallurgy.
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public.
- Architect.
- A member of the Governance Institute of Australia Ltd.
- A person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents.