

# Macquarie Pension update request form

Macquarie Investment Management Limited ABN 66 002 867 003 AFSL 237492 RSEL L0001281. Macquarie Superannuation Plan ABN 65 508 799 106 RSE R1004496.

**Use this form to commute your pension and consolidate your superannuation monies to start a new pension in your existing pension account.**

**Important:** The Pension Update results in the commencement of a new pension – it is not a continuation of the existing pension. This may affect Centrelink income support recipients and Commonwealth Seniors Health Card holders as any income test grandfathering will be lost where the Pension Update occurs on or after 1 January 2015.

## 1. Account to be updated

Account number

Account name

The Pension Update will be based on the choices you make below. Please note that you must include details of all contributions and rollovers with which you wish to commence the new pension. Any additional amounts will require a separate **Pension Update Request form**.

**The minimum amount that must be added by way of rollover or contribution is \$500.**

## 2. Rollover details



**Only fill in the applicable rollover type from the headings 2A, 2B and 2C.**

### 2A. Rollover from another fund

Please attach the **Macquarie Super Rollover Authority** form(s) with the sending institution(s) quoted. Macquarie will use this form as authority to request the transfer directly with the sending fund.

#### Rollover 1

Name of institution

**Rollover value\***

Cash (\$)

Account/policy number

In-specie transfer (approved assets only) \$

\* If the exact value of the rollover is not known, you need to provide an estimate of the dollar amount. Please note, it is important that amounts are rolled over as soon as possible to avoid delays in re-commencing the pension.

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### Rollover 2

Name of institution

**Rollover value\***

Cash (\$)

Account/policy number

In-specie transfer (approved assets only) \$

### Rollover 3

Name of institution

**Rollover value\***

Cash (\$)

Account/policy number

In-specie transfer (approved assets only) \$



Where the amount we receive is within 10% of the values stated above, we will proceed with commencing the pension. Where the value we receive is below this allowance, we will confirm with you/your adviser before commencing the pension.

## 2B. Rollover from SMSF - Investment held with Macquarie

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Please note, cash rollovers from a Macquarie CMA require an accompanying Macquarie Cash Withdrawal form to be submitted with this Pension Update request.

### Rollover 1

Confirm the rollover amount to be contributed: (\$)

BSB

Account number

			-			
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Please provide the Payment Reference Number (PRN):

### Rollover 2

Confirm the rollover amount to be contributed: (\$)

BSB

Account number

			-			
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Please provide the Payment Reference Number (PRN):

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## 2C. Rollover from SMSF - Investment with external provider

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### Rollover 1

Confirm the rollover amount to be contributed: (\$)

Please provide the Payment Reference Number (PRN):

### Rollover 2

Confirm the rollover amount to be contributed: (\$)

Please provide the Payment Reference Number (PRN):



**Note: please use the PRN provided above to ensure the rollover from an external SMSF is received into our correct clearing account.**

## 3. Rollover from another Macquarie Superannuation account

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If this rollover contains benefits transferred from a UK pension scheme **directly or as a rollover from another QROPS compliant Australian fund** on or after 6 April 2006, please attach the *Withdrawal, rollover or pension payment from a UK transfer amount* form.

### 3A.

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Account number

Account name

#### **Rollover entire balance (your account will be closed)**

Estimated balance (\$)

#### **Rollover partial amount by (complete one option only):**

Transferring (\$)

from the above account, or

Leaving (\$)

in the above account and transferring the rest.

\* If the exact value of the rollover is not known, you need to provide an estimate of the dollar amount. Please note, it is important that amounts are rolled over as soon as possible to avoid delays in re-commencing the pension.

**Mandatory:** If you have selected Partial amount above, please specify the assets (including cash) to be transferred out of or remain in the existing account (depending on your election). If there is insufficient room, please attach an additional page to your request. Missing or incomplete information may delay the processing of the switch of asset(s).

Asset description	Value (\$)	Units	Full holding
Cash*			

- For listed securities you must transfer the full holding or the number of units. You cannot select a dollar value.
- Term deposits must be transferred in full.
- Term deposit maturity instructions and dividend reinvestment plans will be reset to 'cash' for all assets transferred. Your adviser will need to update these instructions online.
- Where an in specie transfer of assets is used to commence a pension through the Pension Update facility, the assets are not received into the pension account until the day after they are transferred. Therefore, the value of these assets when the pension commences will generally be different to the transfer value due to market movements. This should be factored in when commencing or updating a pension to avoid exceeding the transfer balance cap.

### 3B. Deduction Notices

You must complete this section if you have made a personal contribution in the current or prior financial year and intend to claim or vary a deduction on the personal contribution. **If you do not complete this section, we will proceed with your withdrawal or rollover request.**

This will be taken to be a Deduction Notice in the Australian Taxation Office (ATO) approved form. **You cannot lodge or vary a Deduction Notice for contributions once a pension has commenced based in whole or part on the contributions and in certain other circumstances. Please speak to your adviser for further information.**

	For contributions made in the current financial year	For contributions made in the prior financial year
a. Contribution(s) made in the <b>financial year</b> ending:	30 June 20	30 June 20
b. <b>Personal contributions</b> (covered by this notice) that I will be claiming as a tax deduction (this amount is in addition to any amounts included in earlier Deduction Notice(s) for the relevant financial year).	\$	\$
c. <b>Varying an earlier notice:</b> If you are varying an earlier Deduction Notice by reducing the amount you wish to claim please state the total deduction amount you wish to claim for the entire financial year.	\$	\$

\* Please ensure that the cash minimum will be maintained in this account. The relevant cash minimums are as follows:  
 Consolidator II - Engage: \$500  
 Consolidator II - Elevate: \$1,000  
 Consolidator/Manager/Manager II: \$1,000

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## 4. Contributions

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Contributions may be made via direct debit request or in-specie transfer. **For in-specie contributions, please include the additional required documents.**

Please select whether you are making a contribution via direct debit or in-specie transfer:

Direct debit OR In-specie transfer

OR

A combination of both direct debit and in-specie transfer.

### 4A. Contribute via direct debit

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Personal contribution\* (\$)

Spouse contribution (\$)

If you are making a one-off contribution via direct debit method, the direct debit will be processed as soon as possible.

**Please note: the minimum contribution amount is \$500.**

*Section 5 Australian financial institution details must be completed if electing to contribute via direct debit.*

### 4B. Contribute via in-specie transfer

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Personal contribution\* (\$)

Spouse contribution (\$)

If you are making a one-off contribution via in-specie transfer, the consideration will be the closing market price as at the date the trustee has received all the completed documents to commence the transfer. Therefore, the contribution amount will generally be different to the amount you indicate on this form due to market movements. This should be factored in when contributing via in-specie transfer to avoid exceeding the contribution caps and the transfer balance cap.

**Please note: the minimum contribution amount is \$500.**

### 4C. Deduction Notices

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You must complete this section if you will make a personal contribution and intend to claim or vary a deduction on the personal contribution mentioned in this section.

You must have sufficient available cash to allow us to process the tax deduction. If there is insufficient cash to deduct tax, you may need to sell down some assets before we are able to proceed with the deduction. **If you do not complete this section, we will proceed with your pension update request.**

**You cannot lodge or vary a Deduction Notice for contributions once a pension has commenced based in whole or part on the contributions and in certain other circumstances. Please speak to your adviser for further information.**

This will be taken to be a Deduction Notice in the ATO approved form and cannot be varied once the Pension Update has been processed. Please speak to your adviser for further information.

**For contribution(s) made in the financial year ending:**

30 June 20

**Amount of personal contributions covered by this  
Deduction Notice that I intend to claim as a  
tax deduction:**

\$

\* This contribution will count towards the non-concessional contribution cap unless the Deduction Notice is completed and you are able to claim a deduction for the amount included in this notice.

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## 4D. Special contributions

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*Please note: in-specie contributions can only be accepted as personal or spouse contributions; they cannot be accepted as special contributions.*

If choosing from the below options, the direct debit will be processed once we have received the applicable ATO form available on the ATO website at [ato.gov.au/forms](http://ato.gov.au/forms). The amount on the ATO form provided must match the amount specified below

Downsizer contribution:

\$

(when selecting this option you must also provide us with the applicable ATO form NAT 75073 (Downsizer contribution into superannuation form) before this form can be processed)

Small business CGT concession contribution:

\$

(if selecting this option you must also provide us with the applicable ATO form NAT 71161 (Capital gains tax cap election form) before this form can be processed)

Personal injury contribution:

\$

(if selecting this option you must also provide us with the applicable ATO form NAT 71162 (Contributions for personal injury election form) before this form can be processed)



**Direct debit contributions will be deposited to your Cash Account/Hub on the second business day following the deduction.**

## 5. Australian financial institution details (if making a direct debit)

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Australian financial institution name:

BSB

Account number

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Account name:

## 6. Pension type

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Please indicate the pension type of your account:

**A transition to retirement pension:** I have reached my preservation age but have not permanently retired from the workforce.<sup>^</sup>

**A standard account-based pension:**

I declare I have met one of the conditions of release that allows me full access to my superannuation or I am rolling over an unrestricted non-preserved amount.<sup>^</sup>

Where required, please supply the relevant documentation to verify you have met a condition of release.

**Temporary resident clients only**

Please cross this box only if you are or have been the holder of a temporary resident visa (other than a 'retirement' or 'investor retirement' visa) and are not an Australian citizen or permanent resident, or a New Zealand citizen.

*From 1 April 2009, the conditions of release under which you can access your benefits have been restricted. Please refer to your adviser for further information on temporary residents' conditions of release.*



**Please note all pension details will remain the same as per existing setup. Your adviser can log in to the adviser portal if you wish to amend any of the exiting details once the pension has recommenced.**

<sup>^</sup> For more information, refer to the Preservation rules section of the TIB, available at [macquarie.com.au/supertech](http://macquarie.com.au/supertech)

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## 7. Declaration

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- I understand that, in requesting this Pension Update, I am authorising the full commutation of my existing income stream and commencement of a new income stream, based on the full balance of the account specified in Section 1 combined with amounts specified in Sections 2 to 4 (net of any contributions tax payable).
- I declare that the information contained in this form is a true and accurate representation of my circumstances.
- If submitting contributions I am eligible to contribute based on the eligibility criteria outlined in the Product Disclosure Statement (PDS) applicable to my account, or advice received from my adviser. An electronic copy of the PDS is available at **macquarie.com.au/yourwrap**
- I give the Trustee consent to perform the rollover(s) detailed in Sections 2 and 3, as appropriate.

### **If you have elected to use the direct debit method:**

- I/We wish to participate in the Wrap Superannuation (which consists of Macquarie Super, Macquarie Super Manager II, Macquarie Super Consolidator, Macquarie Super Consolidator II, Macquarie Super Accumulator and Premium Portfolio Service Super) direct debit and I/we agree to be bound by the service agreement terms and conditions. I/We request to debit the nominated account with any amount which Macquarie Investment Management Limited ABN 66 002 867 003 AFSL 237 492 RSEL L0001281 (User ID 013402) may debit or charge me/us in connection with my/their Superannuation direct debit, through BECS (Bulk Electronic Clearing System).
- I/We have completed all relevant sections of this form. I/We understand and acknowledge that:
  1. My/Our nominated financial institution may in its absolute discretion decide the order of priority of payment by it of any monies pursuant to this request or any authority or mandate.
  2. The financial institution may, in its absolute discretion, at any time before the debit, by notice in writing to me/us, terminate this request.
  3. If at any time I/we feel that a direct debit against my nominated account is inappropriate or wrong it is my/our responsibility to notify Macquarie as soon as possible.
  4. Direct debiting through BECS is not available on all accounts. I/We can check my account details against a recent statement or check with the financial institution as to whether I/we can request a direct debit from my/our account.
  5. It is my/our responsibility to ensure that there is sufficient cleared money in my/our nominated account to honour the direct debit request (DDR) for my/our direct debit. Macquarie will also charge the cost of dishonoured direct debits and any loss in the price of the units I/we was/were due to buy against my/our account.
  6. Macquarie may need to pass on details of my/our direct debit request to their sponsor bank in BECS to assist with the checking of any incorrect or wrongful debits to my/our nominated account.
  7. Where I have elected a special contribution type in section 4D that requires an additional ATO form to be submitted, **I am eligible and within the required timeframe to make this contribution** and funds will be deducted from my account only when the applicable ATO form has been provided to Macquarie.
  8. **Macquarie may not process the request if the amount on the ATO form does not match the amount specified in section 4D. If the amounts differ, Macquarie will notify me/us and may request me/us to submit a new request.**

**If you have completed any of the Deduction Notice sections and you have not previously lodged a notice with the Fund for these contributions**

I confirm:

- I am lodging this/these notice/s before both of the following dates:
  - the day that I lodged my income tax return for the year stated for the respective contribution(s), and
  - the end of the income year after the year stated for the respective contribution(s)
- at the time of completing this notice:
  - I intend to claim the personal contributions stated in the Deduction Notice (in Sections 3 and/or 4) above as a tax deduction
  - the Trustee has not begun to pay a pension based in whole or part on these contributions
  - I have not included these contributions in an earlier notice
  - for any contributions listed in Section 3, the Fund still holds these contributions, and
- I understand that I cannot vary this notice after the Pension Update has occurred, and
- the information given on this form is correct and complete.

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**If you have completed the Deduction Notice Section in 3B and have already lodged a notice with the Fund for these contributions and wish to reduce the amount stated in that notice.**

I confirm:

- I intend to claim the personal contributions stated in the Deduction Notice Section in 3B above as a tax deduction.
- I wish to vary my previous notice for these contributions by reducing the amount I advised in my previous notice. I confirm that either:
  - I have not yet lodged my income tax return for the year stated for the contribution and this variation notice is being lodged on or before 30 June of the following financial year, or
  - the ATO has disallowed my claim for a deduction for the relevant year stated for the respective contribution and this notice reduces the amount stated in my previous notice by the amount that has been disallowed.



**This form must be signed by all account holders of the account nominated on this form and for the account being debited to ensure all parties to the account being debited provide their authorisation.**

**Please note that by meeting the condition of release to make a rollover to pension, this will prompt preservation updates for all of your super and pension accounts.**

Signature 1

Signature 2

Date

Title

Date

Title

Name

Name



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## 8. Checklist

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BEFORE you submit this form

For in-specie transfers in, please include the necessary in-specie transfer documents.

### Did you complete Section 2?

Supply us with the **Macquarie Super Rollover Authority** form(s) with the sending institution(s) quoted.

Before you rollover amounts from the other fund(s), ensure:

a valid Deduction Notice for any personal contributions you made is provided to the fund (if applicable).

you submit any spouse splitting request for concessional contributions made in the previous financial year (if applicable).

### Do you need to supply a Deduction Notice?

Ensure, if required, that a Deduction Notice is provided for any personal contributions made to your Macquarie Superannuation account(s) which you wish to claim a tax deduction. This is done by completing the relevant Deduction Notice in Section 3B and/or 4C.

### Does your account contain UK funds?

If 'yes', please attach the **Application for a UK transfer amount form**.

Please note that, since we are unable to accept contributions directly to a pension account, we will temporarily open a superannuation account to process the contribution and transfer the balance to the pension account when the new pension is ready to recommence.

### Are you completing an in-specie transfer of assets?

Where a contribution or rollover is requested, the Superannuation Asset Transfer Form (SATF) is required to be completed.

For in-specie transfers from an external account, a Broker Transfer Form or Issuer Transfer Form is required to be completed.

For in-specie transfers from a Macquarie account, an Internal In-specie Transfer Form is required to be completed.

AFTER you submit this form

### Commencement of the Pension Update

If applicable, a **pro rata minimum pension payment** will be made to you. This represents the minimum pension payable on the existing income stream for the financial year up to the Pension Update date.

Along with the additional rollovers/contributions, your cash account will be credited with any accrued interest to date.

We will commence the Pension Update when the last rollover/contribution to be added is processed and will generally complete it three (3) business days after the last rollover/contribution is processed depending on the time of the month.

During the Pension Update, neither pension payments nor other amendments to your pension details may occur.

**Please note: There may be a delay in completion of the Pension Update if trades are unsettled during the processing of the update. All trades must settle prior to the completion of update.**

### Commencement of the Pension Update

A Pension Update will, within the same account, end (commute) the existing income stream and commence a new income stream.

So, upon completion of the Pension Update:

- you will be mailed a pack containing a **Pension Review Statement and Advice to Centrelink/Veterans Affairs** (detailing your new income stream), and – if applicable – a **PAYG Payment Summary** (detailing any PAYG tax withheld for the prior income stream).
- pension details online will be updated to reflect the details of your new income stream.

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## Sign

☒ Wet signature, or

☒ Electronic signature from an approved provider.

Visit Adviser Help Centre to view our requirements.

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## Submit



Upload to **Request Centre** (advisers only)



Email to **wrapsolutions@macquarie.com**



Mail to **Macquarie, GPO Box 4045, Sydney NSW 2001**

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## Need Help?

If you're an adviser, you can visit **Adviser Help Centre** or chat to us through Adviser Online

If you're a client, you can visit our **Personal Help Centre**, speak to your adviser, or call us on 1800 025 063