

# Macquarie Super and Pension Withdrawal/Rollover form

## **IMPORTANT INFORMATION (Advisers only)**

**Use this form to make a withdrawal/rollover from your client's super or pension account where they are closing their account or making a withdrawal above \$500,000.**

Please note: the digital withdrawal/rollover form is available for all advisers in Adviser Online. The digital form must be used by advisers for all super withdrawals and rollovers and pension payments under \$500,000 (excluding TTR accounts) unless closing the account.

- Please ensure all details on the form are complete and all required information is supplied.
- Please ensure there is sufficient cash in your account to process your request. If there is insufficient cash on the account at the time of receiving this request, we will sell down investment options in the order specified in the applicable PDS to fund the withdrawal/rollover.
- Please ensure your contact details are up to date including your mailing address.

### **If closing your account**

- Proceeds from investments sold down by your adviser will need to be cleared in your cash account before your account can be closed.
- Please ensure you confirm with your adviser that all automated plans (automatic cash management, automatic rebalancing, dollar cost averaging and dividend reinvestment plans) on your account have been cancelled. Closure of your account may be delayed if any automated plans are not cancelled.
- Closure of your account may be delayed if there are outstanding dividends, distributions, corporate actions, fees, term deposits still to mature, or unsettled transactions.
- Where applicable, ensure any new insurance policy in your new fund is in force before closing this account.

If your account holds investments other than cash, the sale of these investments will be required before the rollover or withdrawal can be processed. The sale process generally takes a few days and possibly longer depending on the investments in your account. Please refer to our Help Centre for more information [help.macquarie.com](https://help.macquarie.com)

For more information on accessing your superannuation as a lump sum or pension, please refer to the *Preservation rules* section of the Technical Information Booklet, available at [macquarie.com.au/supertech](https://macquarie.com.au/supertech)

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## 1. Your account details (funds will be debited from this account)

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Account number:

Account name:

Mobile number:

## 2. Withdrawal/Rollover details

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Guide to completing Section 2:

I want to...	Amount	Action required
Withdraw from my super or pension	Up to \$500k	Contact your adviser to complete an adviser-initiated payment. If you no longer have an adviser, complete section 2.
	Over \$500K	Complete section 2.
Rollover from my super or pension	Any amount	Contact your adviser to complete an adviser-initiated payment. If you no longer have an adviser, complete section 2.
Close my super or pension	Any amount	Complete section 2.
Withdraw or rollover from my transition to retirement or term allocated pension	Any amount	Complete section 2.
Withdraw or rollover from my super or pension and I do not have an adviser.	Any amount	Complete section 2.

### A. What type of transaction is this?

Rollover

Pension payment

Withdrawal - lump sum benefit payment

### B. Is this a full withdrawal/rollover?

No, please specify **amount** \$

► **go to section 3** (for partial amounts, the minimum cash account and minimum product balance must be maintained or we will be unable to process the withdrawal/rollover. Please refer to the relevant PDS for more information).

Yes, please close this account.

**If your account is linked to insurance, please consider the impact on your insurance cover. A full rollover/withdrawal may lead to your insurance cover ceasing.** If you want to retain your insurance cover, you will need to retain the minimum account balance, or transfer the policy to another account. For more information on transferring or cancelling your insurance policy, please contact your insurer.

#### Please note:

1. Rollovers and withdrawals will be made net of fees and taxes respectively.
2. You must ensure there is sufficient available cash in the cash account to meet your required withdrawal/rollover. If there is insufficient cash on the account at the time of receiving this request, we will sell down investment options in the order specified in the applicable PDS to fund the rollover.
3. Outstanding redemptions, corporate actions, fees, suspended funds and distributions/dividends may prevent your withdrawal/rollover being processed in one amount. Macquarie will transfer as much of your benefit as possible now, with the remainder when this is available in the cash account.

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### 3. Accessing your benefits (for withdrawals only)

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Please select only **ONE** of the following. If you are age 65 or over, or only accessing unrestricted non-preserved benefits, this section does not apply.

I am aged between 60 to 64 inclusive, and an arrangement under which I was gainfully employed has come to an end on or after I attained the age of 60.

I am aged between 60 to 64 inclusive, and an arrangement under which I was gainfully employed has come to an end. I intend never to again become gainfully employed for 10 or more hours each week.

I am applying for a withdrawal under one of the conditions of release that allows me access to my superannuation. I have supplied the relevant documentation to enable the trustee to assess my application.

**If signed under Power of Attorney, the Attorney hereby certifies that they are authorised under that Power to execute this document and that they have received no notice of revocation of that Power. Please attach a certified copy of the Power. Please note: the Attorney is unable to declare that the client intends never to again become gainfully employed for 10 or more hours each week.**

### 4. How would you like the benefit paid?

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#### A. Rollover to a self managed super fund (SMSF)

Super fund/account name:

BSB number:  -  Account number:

ABN:

SMSF Electronic service address (for more information search 'Electronic Service Address' on the ATO website):

#### B. Rollover to another APRA-regulated superannuation fund

Fund name:

ABN:

Unique Superannuation Identifier (USI):

Account/Membership/Policy number:

**Please note: if you are rolling over to another APRA-regulated superannuation fund then you MUST provide the destination fund's USI number.**

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#### 4. How would you like the benefit paid? (continued)

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##### C. Withdraw to an external account

Deposited into my bank, building society or credit union account on your record

Deposited into my bank, building society or credit union account nominated below

Add the account specified below as a nominated account

Name of financial institution:

Account name:

BSB number:  -  Account number:

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#### 5. Deduction Notices (for Super only)

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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.**

**Withdrawing or rolling over benefits from your account will result in the Fund no longer holding the entire amount of contributions already made. This will limit your ability to claim a deduction on these contributions.**

	For contributions made in the <b>current financial year</b>	For contributions made in the <b>prior financial year</b>
	I do not wish to claim a tax deduction for this year	I do not wish to claim a tax deduction for this year
Contribution(s) made in the <b>financial year</b> ending:	30 June 20	30 June 20
<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).	\$	\$
<b>OR</b>		
<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.	\$	\$

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#### 6. For accounts that contain a UK transfer amount

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Please **ONLY** complete this section if your account holds amounts received from a UK transfer.

**Mandatory:** UK National Insurance number:

**Mandatory:** Date you left the United Kingdom (UK):

If you are rolling over your superannuation, if the destination superannuation fund is a Qualifying Recognised Overseas Pension Scheme (QROPS) please complete the QROPS number:

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## 7. Declaration

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By signing this request form I am making the following statements:

- I authorise my registered financial adviser to redeem assets in my account to the amount specified in section 2 at market rates and until sold
- where I do not have a financial adviser or where my financial adviser does not place orders to redeem the assets, I authorise Macquarie to redeem assets to the amount specified in section 2 at market rates until sold. If a partial amount has been requested, assets will be redeemed from the following investments, starting with the highest balance, in the following order:
  - daily transacting managed investment(s) (including SMAs)
  - non-daily transacting managed investment(s)
  - Australian listed securities
  - term deposits
- in having my assets redeemed, I acknowledge the transaction fees as well as any costs related to the breaking of any term deposits I hold, as disclosed in the applicable offer document
- if the destination fund is a self managed superannuation fund (SMSF), I confirm that I am a member of the SMSF
- I agree to retain the original form if I am submitting this form to Macquarie via electronic means and will provide to Macquarie upon request.
- I understand that this request may impact my ability to pay for any future premiums, or may cause any insurance policy linked to my Macquarie Superannuation account to be cancelled.

### **If you have completed the Deduction Notice in section 5 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 section 5) 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
  - the fund still holds these contributions
- I understand that I may not be able to vary this notice after the withdrawal/rollover has occurred
- the information given on this form is correct and complete.

### **If you have completed the Deduction Notice in section 5 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 in section 5 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 Tax office 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.

### **If you are applying for a release of preserved superannuation benefit entitlement on grounds of permanent incapacity**

I confirm:

- due to ill health, it is unlikely that I will ever engage in gainful employment for which I am reasonably qualified by education, training or experience
- where my application for access to benefits is successful, I request that my benefit be paid due to disability
- the information in this declaration is true and correct. I make this declaration according to the law, and understand it will be relied upon by the trustee and there may be penalties for any false statements.

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## 7. Declaration (continued)

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### Illiquid assets

- Where there are 'delisted and/or suspended' investments remaining in a pension account after we have processed your request, you authorise Macquarie to switch the 'delisted and/or suspended' asset(s) into a new superannuation account to be held until sold and acknowledge that no further pension payments will be made and that earnings will be taxed at 15%.
- I have reviewed any illiquid investments (including term deposits) in my account and I am aware that I may not receive any proceeds in relation to the illiquid investments within 30 days.
- I have read and understood the 'How do I withdraw?' section of the *Product Disclosure Statement* and I acknowledge there may be circumstances where I may not receive any proceeds for certain illiquid investments upon closing my account. If Macquarie is unable to action your entire rollover request because one or more assets held in your account are unable to be sold in full, we will act on your instructions to forward the maximum benefit possible within 30 days, with the remainder of your benefit to be paid as soon as practicable after the proceeds from the sale of the remaining investment(s) have been received, unless you instruct otherwise. In these circumstances, you consent to amending your rollover/withdrawal instruction to the reduced amount payable. We reserve the right to sell any assets remaining in your account at our discretion once we are able to, unless directed otherwise. In these circumstances, we reserve the right to pay any benefits according to your last payment instruction.

### If your account contains a UK transfer amount and you have completed section 6

I acknowledge and declare that:

- I understand that if any part of my benefit within the Macquarie Superannuation Plan contains a UK transfer amount and either:
  - I have been a UK tax resident at any time in the current or previous five UK tax years
  - it has been less than 10 years since the original transfer from the UK pension scheme

then Macquarie will report details of my withdrawal, rollover or first pension payment to UK HM Revenue & Customs and I may be responsible for UK taxes, and

- I indemnify Macquarie Investment Management Limited (MIML) from any liability where incomplete, incorrect or non-disclosure of a UK transfer amount, either by myself or a third party, results in my being assessed for a tax impost by UK HM Revenue and Customs.

### If your account contains UK sourced benefits transferred after 6 April 2015

I acknowledge and declare that for a withdrawal request or pension application, my entitlement to a benefit payment is consistent with the QROPS regulations, as I have either:

- reached the age of 55, or
- provided MIML with evidence from a registered medical practitioner that I am (and will continue to be) incapable of carrying on my occupation because of physical or mental impairment and I have ceased to carry on my occupation.

### If you are making a withdrawal from a transition to retirement pension

I acknowledge that if I have declared I have met a condition of release, my existing pension will be converted to a standard account-based pension prior to the withdrawal/rollover being processed. The value of the pension at the time of conversion will be reported to the Australian Taxation Office for transfer balance cap reporting purposes.

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## 7. Declaration (continued)

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### If you are making a withdrawal from a pension:

- If closing a pension account, I **authorise Macquarie to pay the remaining minimum pension payment requirement** prior to closing my account.
- In the event I request for a withdrawal from a pension that results in the remaining balance being less than the minimum pension for the year, I **authorise Macquarie to pay part of the withdrawal amount as a pension payment to satisfy the minimum pension requirements**. I acknowledge this may alter the tax or transfer balance cap outcomes of the withdrawal.



**This form must be signed by the account holder or the account holder's agent under power of attorney.**



**Please note that the condition of release indicated in section 3 will prompt preservation updates for all of your super and pension accounts.**

You can sign this form electronically via one of our approved electronic signature providers and submit the form via email with any additional documentation required. Please visit Help Centre to view our submission requirements and a list of our approved electronic signature providers.

Signature:

Date:

Title:

Name:

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### Sign



Wet signature, or



Electronic signature from an approved provider.

Visit Help Centre to view our requirements.

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### Submit



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



Email to [wrapsolutions@macquarie.com](mailto:wrapsolutions@macquarie.com)



Mail to **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