



Partial invalidity pension

Superannuation Act 1976

1. Explanatory notes

2. Form

Important information about this form

What this form is for

This form should be used by CSS members who by reason of physical or mental incapacity have had their annual rate of salary reduced or had a recognised salary allowance withdrawn.

How to use this form

Please use CAPITAL LETTERS and a black or blue pen.

Mark boxes like this ☐ with a ✓ or ✗ then fill out the next question or section.

Submitting your form

When you have completed this form, forward it to your staff clerk or pay office.

Financial advice for your needs and goals

Obtaining professional advice from an experienced financial planner can help you reach your financial goals.

CSC's authorised financial planners provide 'fee for service' advice, which means you receive a fixed quote upfront. There are no obligations, commissions or hidden fees.

To arrange an initial advice appointment please call 1300 277 777 during business hours.



Commonwealth
Superannuation
Scheme

1. Explanatory notes start

The purpose of a partial invalidity pension

A partial invalidity pension is designed to enable a person with a medical condition not sufficiently serious to prevent employment to continue employment at a lower salary and have their income supplemented by a government-financed pension.

Who is eligible?

Any eligible employee who has not attained maximum retiring age (generally age 65) whose salary decreases in circumstances such that Commonwealth Superannuation Corporation (CSC) is satisfied that the decrease can properly be attributed to a physical or mental incapacity.

If contributory service is between eight* and 20 years and, in the opinion of CSC, the condition(s) by reason of which the salary was decreased, was in existence prior to joining the Fund, a reduced partial pension will be payable. (* where contributory service is less than eight years, in the above circumstances there is no entitlement.)

Note: If compensation is payable/being paid, there is no entitlement to partial invalidity pension.

When is the pension paid?

The pension is payable on and from the date of effect of the salary reduction. It is calculated on the basis of a 14 day fortnight and is paid on the alternate Thursday to normal salary paydays.

Who pays the pension?

We first establish your entitlement to the pension. Payment is made by the Department of Finance on advice from us.

How is the pension paid?

The pension will be paid by direct credit to an approved financial institution (bank, building society, credit union) of your choice. If at any time after the pension has commenced you wish to change the institution to which pension is being credited you only need to contact us.

Note: Pension payments by cheque will only be considered in exceptional circumstances. If you consider that the direct credit of pension is not practicable you should submit your reasons in writing to us.

Pension reviews

We will review the salaries used in the formula to calculate the pension on or about the same date as the contribution rate is reviewed, ie, each birthday, or in the event that higher duties or some other allowance is declared as salary for superannuation purposes (Form 17), or your salary is again reduced due to a physical or mental incapacity or you are promoted.

When does the pension cease?

The pension will cease to be payable when your annual rate of salary equals or becomes greater than the current equivalent of your salary before reduction or upon your ceasing to be an eligible employee.

Income tax and group certificates

We are responsible for PAYG income tax deductions and the issue of associated group certificates.



Other deductions

Facilities are not available for deductions other than income tax to be made from your pension.

Contributions

Contributions will continue at the rate you were paying prior to the salary reduction and will remain at the rate until such time as your current salary exceeds your salary prior to the reduction. Alternatively, you may wish to contribute at a reduced rate based on your current salary; in which case you should contact your staff clerk or pay office to make an election under section 47 of the *Superannuation Act 1976*.

Privacy

Personal information that you or a third party provide, such as your employer, is collected, held, used and disclosed as required or authorised by law in accordance with the privacy policies and notice, available via csc.gov.au or by contacting us on **1300 000 277**, for the purpose of managing your super.

This includes the management of superannuation investments, providing superannuation products and information, the administration of accounts, conducting market research and product development. The privacy policies and notice contain important information about how personal information is handled, including rights to access and update that information and how a complaint about a breach of privacy can be made.



End of
explanatory
notes

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left blank.



Partial invalidity pension

Benefit application

2. Form start

Read the Explanatory notes and each section of the form carefully before filling it in.

A

Personal details

Reference number (AGS)

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Salutation

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

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Surname

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Given name(s)

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Your name

GIVEN NAME(S)

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SURNAME

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Date of birth

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M	M
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Y	Y	Y	Y
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Address

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SUBURB

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STATE

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POSTCODE

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Commonwealth
Superannuation
Scheme

➔ Section A continued on next page

Phone

BUSINESS HOURS

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MOBILE NUMBER

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Email

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- ☐ If you provide your email address, we will provide your pension advice letter and Payment Summary electronically via Pensioner Services Online and notify you by email of when they are available. Please tick this box if you want paper copies of those documents to be sent to the postal address above instead. You can change your communication preference at any time via Pensioner Services Online.

B

Identification requirements

To confirm your identity, we require some information from you—this is to protect your benefit against fraud, money laundering and terrorism financing, under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

Verifying your documents

Identifying documents may be verified through the Document Verification Service (DVS). DVS is a national online system that allows approved government agencies and organisations to compare a member's identifying information with a government record. It is not a database and does not store any personal information. Requests to verify a document are encrypted and sent via a secure communications pathway to the document issuing authority for checking.

If you don't provide authorisation to have documents verified electronically or your documents are incompatible with DVS, you will need to provide certified copies of required documents. Please also refer to the section *Certifying your documents*.

An electronic copy of your identification documents will be stored in a secure environment and hard copies will be securely stored off-site. All copies will only be used for the purpose of confirming your identity. You need to send in identification with every application.

DVS is only compatible with some identification documents, these have been listed below.

Certifying your documents

If you're providing certified documents, the certifying authority must confirm in writing you are the valid holder of the identification you are presenting, and any copies are true copies of the original.



IMPORTANT: The certification must include the name, signature, qualification and registration number of the certifying authority (if applicable), and the date of the certification.

The following sample of certifying authorities can certify your documents in Australia:

- Dentist
- Employee of a Commonwealth authority engaged on a permanent basis with five or more years of continuous service who is not specified elsewhere in this document
- Financial Adviser or Financial Planner
- Justice of the Peace (JP)
- Legal Practitioner
- Medical Practitioner
- 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 five or more years of continuous service; or
 - a Warrant Officer within the meaning of that Act.
- Midwife
- Notary Public
- Nurse
- Occupational therapist
- Physiotherapist
- Psychologist.

Please note:
We require a copy of both sides of your identification document.

For a full list of certifying authorities refer to **Schedule 2** of the *Statutory Declarations Regulations 2018* available at www.legislation.gov.au/Details/F2018L01296



Section B continued on next page

How can I meet the identification requirements?

You only need to provide **one** document from the **Primary photographic identification** category.

If you can't provide any **Primary photographic identification** you will need to provide **one** secondary identification document from List A AND **one** secondary identification document from List B. We can only accept documents that are listed below for identification purposes.

If the name we hold on file for you is different to the name on your identification, or two pieces of identification are in different names, please provide a certified copy of your **Marriage** or **Change of Name certification**.



If you would like us to use DVS to verify your identification, please provide authorisation by placing a check in the box below.



☐




I confirm that I am authorised to provide the personal details presented and I consent to the information being checked with the document issuer or official record holder via third party systems for the purposes of confirming my identity.



You must provide a copy* of one of the following:

Primary photographic identification

DVS compatibility is shown as  or 




-  A current Australian Driver's Licence (front and back of licence must be provided).
-  A current Australian Passport (or one which has expired within the last two years).
-  A current Australian Proof of Age card (issued under a State or Territory law).

If your documents are incompatible with DVS, don't forget to provide certified copies.




Secondary identification requirements

Only provide these documents if you're unable to provide **one** of the **Primary photographic identification**.

List A

-  Your Australian Birth Certificate or extract issued by a State or Territory.
Please note: Birth Certificate extracts and Birth Certificates issued before 1970 may not be verified by DVS.
-  Your Citizenship Certificate issued by the Commonwealth.
-  Your current Pensioner Concession Card issued by the Department of Human Services.

List B

-  Your notice issued by the Australian Taxation Office (ATO) within the last 12 months that shows your name, current residential address, and records an amount payable either to or from the ATO.
-  Your notice issued by a local council or utilities provider in the last three months showing the provision of services and current residential address. **For example:** rates notice, electricity or water bill.
-  Your notice issued by the Commonwealth or a State or Territory government within the last 12 months showing your name and current residential address, and the provision of a financial benefit. **For example:** a Centrelink letter.

Certifying your documents overseas

If you live overseas and need to have documents certified, it needs to be done by a person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents. For more information refer to [ag.gov.au](https://www.ag.gov.au) and [dfat.gov.au](https://www.dfat.gov.au). Documents provided in a foreign language must be accompanied by a certified translation completed by an accredited translator.

Persons residing overseas and foreign residents may need to contact us.

***Don't send original documents.**

About your employment

Address

POSTAL ADDRESSSUBURBSTATEPOSTCODE

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Your method of pension payment

9

9

7

7

Credit union

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 **Sign**

SIGNATURE

SIGNATURE

Date signed

	D	D

M	M

	Y	Y

Y



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|---|---|---|---|---|---|---|---|---|---|
| D | D | | M | M | | Y | Y | Y | Y |
| | | / | | | / | | | | |

- [illegible]

hours minutes

4. Former salary

\$								
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Allowances

\$									
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Total

\$									
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- [illegible]

- ## 6. New salary

\$									
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Allowances

\$ _____

Total

\$									
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- ## 7. Departmental checklist

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The Commonwealth Medical Officer's recommendation and associated documents e.g. specialists reports are attached? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the incapacities that caused the reduction the subject of a compensation claim or are they likely to become so? |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate authorising the salary reduction attached i.e. redeployment or PPTe declaration? |
| <input type="checkbox"/> | <input type="checkbox"/> | If an allowance for superannuation purposes is shown in blocks 4 or 6 - are they Forms S17 relating to the allowance attached? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the signature of the applicant on this application the same as that held on personnel records? |

S2P1 9 of 10



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[illegible][illegible][illegible]

SIGNATURE

D	D		M	M		Y	Y	Y	Y
		/			/				



Fax
(02) 6275 7010