



Cessation of employment— Benefit application and information leaflet

Explanatory notes and form

Important information about this form

What this form is for

Before completing this benefit application form, you should read the **PSS Product Disclosure Statement (PDS)** at csc.gov.au or call **1300 000 377**.

The **Explanatory notes** form part of the benefit application and both parts should be provided to members.

The attached benefit application form and **Explanatory notes** are to be used by members of Public Sector Superannuation Scheme (PSS) who resign. The form is also used by members who are dismissed before reaching their minimum retiring age (generally age 55), whose appointment is annulled or whose contract has been completed.

Do not use this form if you are:

A member who is ceasing scheme membership due to the sale, transfer, or outsourcing of an organisation, business, service, asset or function, and who has accepted an offer of employment with the purchaser, transferee or provider.

A member who has been involuntarily retired or who has accepted an offer of retrenchment or redundancy from their employer. Instead, refer to form **Redundancy (SRR1-PSS)**.

A member who is over minimum retiring age (generally age 55). Instead, refer to form **Age retirement (SAR1-PSS)**.

See your personnel section if you fit into one of these categories.

Applications must be made within three months of your cease date to be effective.

How to use this form

Please use CAPITAL LETTERS and a black or blue pen.

Mark boxes like this with a cross (X) then fill out the next question or section.

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.

Explanatory notes

Read this first!

These **Explanatory notes** are intended to assist you to complete the attached benefit application form. They are not intended to provide a detailed explanation of your benefit options.

It is suggested that you separate the notes from the form (if joined) so that you can re-fer to them as you complete the application form.

Where can you find out more about your benefit entitlements?

There are many publications that explain the various benefit options which are available to you. Before completing this benefit application form, you are advised to read the PSS PDS at csc.gov.au or call **1300 000 377**.

Additional information can be found in the **Tax and your PSS super** document available at csc.gov.au

Other sources of information include the following:

- our Customer Information Centre can provide details of your benefit entitlement, explain the benefit options and provide information on the value of your prospective benefits

For more information:

Phone: **1300 000 377**

Email: members@pss.gov.au



Public Sector
Superannuation
Scheme

The information provided in this document is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general advice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation and needs. You may wish to consult a licensed financial adviser. You should obtain a copy of the PSS Product Disclosure Statement (PDS) and consider its contents before making any decision regarding your super.

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- estimates of the potential value of your scheme benefits are available from the i-Estimator, available for use online at csc.gov.au
- it is in your interest to seek professional advice before you make a decision on a benefit. For information on the personal advice service available to you, please refer to the first page of this information leaflet.

See also **Section D**, to complete an acknowledgment that you have received sufficient information to make an informed decision about how you would like your benefit paid.

The benefit application form

Your accurate completion of the benefit application form allows us to process the application as soon as possible after the date you cease employment. Take care when completing this form. If you do not complete the benefit application form correctly, the processing of your benefit will be delayed, or may be paid incorrectly.

Section A – Personal details

Please complete all the boxes in this section. It enables us to identify you and any other potential beneficiary, and tells us where we can contact you.

Relationship details

Details of your relationship status, including same sex or opposite sex de facto relationships, should be provided. You may wish to include a copy of your marriage certificate or registered relationship certificate with your application. This would speed up the process in the event that a spouse's benefit becomes payable.

For the definition of a spouse for death benefits, see the **Death benefits factsheet** at csc.gov.au

Contact details

The postal address you provide is where all correspondence will be sent. Contact phone numbers are also required, in case we need to contact you regarding the payment of your benefit. Your current work number is useful if you submit your application form before the date of exit, as this will allow us to check information with you quickly. If you have email access, either at work or at home, inclusion of your current email address will be helpful.

Section B – Identification requirements

To guard against fraud, money laundering, terrorism financing, you need to provide us with information to verify your identity before your request can be processed. The identification documents you send us will be verified electronically using a Document Verification System, or you can provide certified copies of your documents with your application. If you supply certified documents, the person certifying them must attest that the documents are true copies, and that you are the valid holder of the identification. Copies of your documents will be scanned and stored on our secure document management system.

Section C – Employment details

You must sign the employment status declaration in all cases.

Note: There are penalties for making false declarations in respect of claims for benefits.

Re-employment

If you have been offered or made arrangements for re-employment in a full-time or part-time capacity with another Department, Authority or Instrumentality being an 'approved authority' for the purposes of the *Superannuation Act 1990*, then you may not be entitled to a PSS benefit.

You should contact us on **1300 000 377** for advice before completing this section if you are unsure of the approved authority status of your prospective employer.

About your former employment

Please provide the name of your former employing department, agency or organisation and the date you ceased or expect to cease employment.

Section D – Information acknowledgment and preliminary matters affecting your benefit entitlement

Information acknowledgment

Please complete this acknowledgment that you have received and understood sufficient information to be able to make an informed choice of how you would like your benefit paid and that you have been advised to read the PSS PDS before completing this form.

You are making a formal election under the provisions of the *Superannuation Act 1990*.

This election is binding and cannot normally be changed, although Commonwealth Superannuation Corporation (CSC) may, at its absolute discretion, agree to change an election in certain circumstances.

Information sources are shown at the start of these explanatory notes and it is strongly recommended that you make use of them before proceeding to complete this application form.

Increases in compulsorily preserved amounts

All benefits are subject to compulsory preservation rules that came into force on 1 July 1999.

The access age to superannuation benefits for members born after 1 July 1960 has been increased by imposing a superannuation preservation age on members of all superannuation schemes.

The age restrictions are as follows:

Date of birth	Preservation age
Before 1 July 1960	55 years
1 July 1960 to 30 June 1961	56 years
1 July 1961 to 30 June 1962	57 years
1 July 1962 to 30 June 1963	58 years
1 July 1963 to 30 June 1964	59 years
From 1 July 1964	60 years

A restriction has also been placed on that part of your superannuation benefit that you can access as a lump sum cash benefit after 1 July 1999.

The amount that can be paid as a lump sum cash benefit is limited to the amount you are allowed under the SIS legislation. This is the cash amount you would have received if you had been involuntarily retired on 1 July 1999 and is referred to as the **SIS upper limit**.

Members leaving the scheme on or after 1 July 1999 will be required to preserve that part of their member component that exceeds their SIS upper limit.

This will mean that, if you joined PSS after 1 July 1999, you will not be entitled to a lump sum cash benefit. The only benefit options available to you will be to preserve all of your benefit in PSS (**Section E**) or, if you qualify, have a transfer value paid to another eligible superannuation scheme (**Section E**).

Superannuation contributions surcharge

If you had a surcharge debt advised to you, by either the ATO or PSS, and you have not paid off the debt, this debt will be preserved with your benefit and continue to attract interest at the 10-year Treasury bond rate. However, if you elect to have your benefit paid as a transfer value to an eligible scheme, the surcharge debt will be deducted from your benefit before the amount is transferred.

Transfer amounts paid into the PSS scheme

If you choose Options 1 or 2, and do not advise us in relation to your transfer amount, your transfer amount will be included in the amount left preserved in PSS.

If you qualify to have a transfer value paid to another eligible superannuation scheme (**Section E**), then any transfer amount you have paid into PSS will be included in the total amount paid as a transfer value.

Section E – Benefit options

This section contains the benefit options that are available to PSS members who are eligible to receive a cessation of employment benefit. Each option requires a signed election by the applicant for the benefit choice to be valid. Only make one choice, otherwise your benefit application will be invalid and payment will be delayed.

Your benefit option election must be completed within three months of the date you ceased employment.

If your election is made more than three months after the date you ceased employment, you must provide reasons with your application as to why the election was not made within the period allowed.

Eligibility requirements for casual members

If you have ceased a period of casual employment you are not entitled to apply for your PSS benefit unless you

- have not contributed to PSS for one year since you ceased your casual employment, or
- you provide written certification with your benefit application that you have no plans for re-employment with an employer covered by PSS within one year of ceasing.

Option 1—Preserve your total benefit in PSS

If you want to preserve your total benefit in PSS, select this option. Your benefit will be preserved until you are eligible to claim your benefit.

At that time, you can claim a lump sum or convert the lump sum to full or part pension, provided you do not partially access your benefit after making an election to preserve.

However, if you have not reached your preservation age at the time you claim your preserved benefit, any cash lump sum will be limited to your SIS upper limit. The balance of the lump sum must be rolled over. If you preserve your total benefit, you can have your member component paid to you later if you wish.

However, if your member component is paid to you, your remaining preserved benefit (productivity and employer components) must be paid as a lump sum (ie you will not have a pension option).

The benefit can also be paid earlier in the case of death, or total and permanent incapacity. In addition, the preserved component may be payable if you can demonstrate extreme financial hardship, and meet the eligibility provisions governing early release of preserved benefits.

The member and productivity components continue to attract the fund earnings rate. The preserved employer component is increased each year in line with the March to March consumer price index (CPI).

Option 2—Take part of your benefit as a lump sum and preserve the balance in PSS (this option is not available if you joined PSS on or after 1 July 1999)

If you want to take part of your benefit as a lump sum and preserve the balance in PSS, select this option. The lump sum will be paid in accordance with your instructions in **Sections F** or **G**.

The amount you can take as a lump sum will be limited to the lesser of:

- your member contributions and earnings, or
- your SIS upper limit amount (refer to **Section D**).

Please note: by electing a lump sum now, you will not have the option to take a pension when you claim your final benefit. Your final benefit will only be payable as a lump sum. Your pension option will only be reinstated if you become a contributing member before age 65.

You can also choose this option if you want to preserve more than just the compulsorily preserved part of your benefit in PSS. You can nominate the lump sum you would like to receive and the balance of your benefit will be preserved.

Preserved member and productivity components continue to attract earnings at the Fund earnings rate. Preserved employer component is increased each year in line with the March to March CPI.

Option 3—Payment of a transfer value to another eligible superannuation scheme (Note: This is NOT a rollover.)

Provision may exist for you to pay a transfer value to another eligible superannuation scheme. A list of those schemes, currently eligible to receive a transfer value, is attached at the end of these **Explanatory notes**.

If you have an outstanding surcharge debt it will be deducted from the lump sum benefit before it is transferred.

When completing this section you should include sufficient information to enable us to identify the rollover fund or RSA such as the name and Australian business number (ABN). You must also provide your Member Client Identifier and Unique Superannuation Identifier (USI). These details can be obtained from the eligible fund concerned. Failure to provide these details will result in delays in the payment of your benefit.

The information requested at **Section F** is also required.

Section F – Benefit payment arrangements

Lump sum cash payment

This section allows you to choose what portion of your lump sum is to be paid in cash. If eligible, you can choose to receive your total lump sum as a cash payment. You can also nominate a gross dollar amount (with the balance to be rolled over) or, if you are rolling over some of your lump sum, the balance of the lump sum payment after the rollover.

From 1 July 2007, proportioning rules require that your taxable and tax-free components be spread in equal proportions across those parts of the benefit payment you receive as cash or rollover.

Therefore, while you may request a certain order of payment or rollover, the payment will be subject to proportioning.

For further information on how your benefit is taxed it is recommended that you read the **Tax and your PSS super** document.

You also have to complete bank account details in **Section G**, to advise us where the cash payment is to be made.

Rollover fund nominations

You need to check that you can rollover your benefit to a complying super fund, rollover fund, RSA, or use it to purchase an annuity.

You can nominate up to two rollover funds or RSAs to receive all or part of your lump sum benefit.

We will send all rollover payments directly to your nominated rollover fund(s). Please make sure you have the correct postal address of your fund(s).

Section G – Bank account details

Complete this section if you are electing to receive a cash lump sum as all or part of your benefit.

We can only pay your lump sum into an Australian account held in your name. If it's a joint account, one of the names listed must be yours.

Section H – Taxation matters

Start date for taxation purposes

For taxation purposes, your lump sum benefit is called a superannuation lump sum payment.

The start date relates to the date your eligible service period (ESP) commenced and is used to calculate the various components of your superannuation lump sum payment for taxation purposes.

Generally, your ESP is the number of days between the date you commenced your current employment (which may be earlier than the date you joined CSS or PSS), and the date your payment is made. If you were formerly a CSS member who commenced membership before 1 July 1983 and you have a Long Service Leave start date, that earlier date applies as your ESP start date. Earlier periods of employment for which you paid a transfer value into CSS or PSS are added to your ESP. If this is the case, please fill in the start date of that earlier service.

If you do not show a date in this section, we will use the date on which you joined PSS as your start date (unless you transferred from CSS, in which case your CSS start date will be used).

Your Tax File Number

In accordance with the *Taxation Laws Amendment (Tax File Numbers) Act 1988*, we are required to deduct PAYG tax at the top marginal rate plus the Medicare levy from benefits if a person does not provide a Tax File Number (TFN).

If you have not been issued a TFN you should lodge an Australian Taxation Office Application/Enquiry form with the Australian Taxation office (ATO). Forms are available at ato.gov.au or all ATO branches. You must provide proof of identity at the time you lodge the form.

Approval to advise your TFN to rollover funds

We will provide your TFN to the receiving fund unless you instruct us not to. Please note that there are consequences for not supplying your TFN to a fund.

Note: We are required to validate your TFN with the ATO's records to confirm the TFN provided is yours and correct. Your TFN will be validated before your benefit can be rolled over to another fund or paid using the SuperTICK validation service. If you do not provide your TFN, the processing of your benefit payment may be delayed.

After retirement

Documents you may receive from us

After you cease PSS membership, you will receive some documents associated with your entitlements. Depending on which benefit you choose, these documents may include:

- a **benefit payment letter**, advising you of your benefit entitlement and when your payment will be made
- a **copy of the rollover benefits statement**, for each rollover nominated in Section F, which shows the breakup, for taxation purposes of each rollover you nominate
- a **PAYG payment summary**, in duplicate, for any lump sum cash payment, and
- an **annual information statement** if you preserved all or part of your benefit in PSS.

Do NOT lose these documents. They may be required to complete tax returns, lodge rollovers, or apply for Centrelink benefits, etc. It will take some time to issue replacements.

What next?

Send your completed application and any supporting documentation directly to us. Instructions are provided at the end of the form.

Note: We cannot process the payment of your benefit until after your date of exit but you may submit your application form before this date. Benefit elections made no more than three months before the date you cease employment are valid and will be accepted. This will allow us to check that all the documentation and information has been provided well ahead of your exit.

Remember, the sooner we get your correctly completed application form, the less likelihood there is of any delay in the processing of your benefit.

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/privacy or by contacting us on **1300 000 377**, 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.

Change of address

If you have a benefit preserved in the scheme, it is very important that you advise us of any change in your postal address. This will enable us to forward information to you each year regarding your benefit.

Note: Preserved benefit members who fail to advise their change of address may be treated as 'lost members'. This may ultimately result in their benefit being classed as 'unclaimed' once they reach age 65.

All enquiries **1300 000 377**

Unclaimed benefits

If we do not receive a completed benefit application within three months after your reported cessation date, your benefit may be preserved in PSS under the default provisions of the scheme. This may mean that you lose your right to elect for a benefit other than preservation because you have not completed a benefit application within the three months allowed.

Alternatively, if you have made an election to receive a lump sum benefit but have not provided details of where the lump sum is to be paid, we may pay your lump sum benefit to an eligible rollover fund (ERF) nominated by CSC.

If this happens, you may lose all future rights to any benefit options available to you under PSS Rules.

Eligible superannuation schemes

You may elect to have a transfer value paid to an 'eligible superannuation scheme' if:

- you are a member of the eligible superannuation scheme as a result of public or government employment
- you have preserved your entire benefit in PSS, and
- the trustee or administrator of the eligible superannuation scheme agrees to accept the transfer.

Each of the following is an eligible superannuation scheme:

- DFRDB
- Northern Territory Government and Public Authorities Superannuation Scheme
- Parliamentary Contributory Superannuation Scheme
- Queensland Parliamentary Contributory Superannuation Scheme
- UniSuper Accumulation 2 Plan.

The transfer value will include all your defined benefit equity, as well as any transfer amounts. If you elect to have your benefit paid as a transfer value, you will no longer be a member of PSS and no further benefits will be payable.



Cessation of employment— Benefit application

Form start

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

A Personal detail

Reference number (AGS)

Title Mr Mrs Ms Miss Other

Surname

Given name(s)

Date of birth / /

Previous memberships: Have you had any other periods of PSS membership? If so, please list the reference number(s) (AGS) for each of those memberships.

1.
2.
3.
4.

Relationship details Single Married De facto

Spouse's surname

Spouse's given name(s)

Start date of de facto relationship (if applicable) / /

Spouse's date of birth / /

Your residential address

Suburb/town State Postcode

Your postal address

Suburb/town State Postcode



Public Sector
Superannuation
Scheme

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Signature

Date signed
D D / M M / Y Y Y Y

Please note: by making this election you forfeit your entitlement to the pension option.

You have now completed this section. You must now go to Section F, to tell us how you would like your lump sum benefit paid.

Option 3

Transfer value to another eligible superannuation scheme

I, Given name(s) Surname

elect to have my benefit paid as a transfer value to the following 'eligible superannuation scheme' (see list of eligible schemes attached to Explanatory notes—the nominated scheme MUST appear on the list. Otherwise Option 1 or 2 must be selected).

Name of fund or RSA

ABN of fund Australian Business Number

Membership number (known as Member Client Identifier) for fund or RSA

USI of fund or RSA Unique Superannuation Identifier

Address Street Suburb State Postcode



Signature

Date signed
D D / M M / Y Y Y Y

You have now completed this section. You must now go to Section H.

F Benefit payment arrangements

Lump sum payments

Lump sum cash payment, comprising: (See also Section G for bank account details)

- Either:
- the total lump sum payable
- a gross dollar amount of \$
- the balance of my benefit after the rollovers nominated below

Rollover fund or retirement savings account (RSA) nominated to received all or part of your lump sum

Name of fund or RSA Australian Business Number ABN of fund

Continued on next page

Membership number (known as Member Client Identifier) for fund or RSA

USI of fund or RSA

Postal address of fund

Street

Suburb State Postcode

The amount you would like to be paid to this rollover fund or RSA

Either:

the total lump sum payable

a gross dollar amount of

\$

the balance of my benefit after the rollovers nominated below

If you have specific instructions relating to which components of your benefit (subject to proportioning) should be taken as a cash payment or rolled over, please attach these details separately.

Attention instructions attached? Yes No

You have now completed this section. You must now go to **Section G**, to tell us where you would like your lump sum cash benefit paid.

G Bank account details

Attach a copy of your recent bank statement which shows your account name, BSB and account number.

Type of financial institution Savings bank Building society Trading bank Credit union

Name of institution

Name of account holder

Branch name

Branch (BSB) number -

Account number

If the BSB number or account number you have provided is incorrect, the payment will not be accepted by your financial institution. If you have any doubts what your correct BSB number or account number is, you should confirm these details with your financial institution before including them in this form.

H Taxation matters

What is your start date for taxation purposes? / /

See **Section H** in the **Explanatory notes**.

Providing your TFN is voluntary. If you choose not to provide it you will not commit an offence. The consequences of not providing your TFN are:

- tax will be deducted from your benefit(s) at the highest marginal rate
- the trustee of another superannuation scheme or RSA provider holding your benefits now or in the future may not be able to locate, amalgamate or identify your benefits in order to pay you.

Note that these consequences may change in the future as a result of legislative change.

PSS is authorised to collect your TFN under the provisions of the *Superannuation (Supervision) Act 1993*.

Continued on next page

We will treat your TFN as confidential and will only use it for legal purposes, which include:

- disclosing it to the trustee of an eligible superannuation entity, regulated exempt public sectorsuperannuation scheme or RSA provider to which your benefits are transferred in the future, unless you specifically instruct us not to
- finding or identifying your superannuation benefits where other information is insufficient
- calculating tax on your benefits
- providing information to the Commissioner for Taxation.

Note that the lawful purposes may change in the future as a result of legislative change.

If you have already provided your TFN to us, you are under no obligation to provide it again in this application.

What is your Tax File Number?

We are authorised to collect your Tax File Number (TFN) under the provisions of the *Superannuation Industry (Supervision) Act 1993*. The legal uses of your TFN are summarised in **Section H** of the **Explanatory notes**.

If you have already provided your TFN to us you are under no obligation to provide it again when making an application for benefits. However, if your TFN is NOT recorded by us, payment of your benefits may be delayed.

Do you want us to pass Yes No on your TFN?

Note: We are required to validate your TFN with the ATO's records to confirm the TFN provided is yours and correct. Your TFN will be validated before your benefit can be rolled over to another fund or paid using the SuperTICK validation service. If you do not provide your TFN, the processing of your benefit payment may be delayed.

I Member checklist

I have:

- read all the **Explanatory notes**, received a benefit estimate, and any other information I require to make an informed decision
- filled in all the sections applicable to me
- completed the Identification Requirements in **Section B**
- signed the declaration at **Sections C and D**
- signed an election option in **Section E**
- completed cash payment and/or rollover nomination details at **Section F**
- completed the bank account details in **Section G**
- provided an 'ESP Start Date' (if appropriate) in **Section H**
- provided my TFN in **Section H**
- attached a copy of my marriage certificate or registered relationship certificate.

J Lodgement

You have now completed this form.

Please return it, along with any attachments, to: **PSS, GPO Box 2252, Canberra ACT 2601**

or email to formsandapplications@csc.gov.au

Please submit your completed form directly to us. We'll contact your employer to obtain the information we need from them. We'll do our best to action your application as quickly as possible after your cease date, however delays in processing may occur if:

- your application is not completed fully or is invalid
- you don't provide sufficient identification
- we need to wait for information from your employer or
- your benefit requires manual calculation

We'll let you know if any of these apply to your benefit application.

 For more information visit csc.gov.au

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