



# Employer quick guide

## Invalidity retirement for terminally ill PSS and CSS members

The news of a terminal diagnosis is not easy to deal with. This can be a very emotional time for members, their families, and for their colleagues. We will try to make the process of accessing their super as simple as possible.

We will fast track applications for invalidity retirement for terminally ill PSS and CSS members where possible. If you have an employee who is terminally ill and you would like to apply for invalidity retirement, you may need to obtain an invalidity retirement certificate (IRC) first. We must issue an IRC to any PSS member under age 60 or CSS member under age 65 before you are able to medically retire them.

The following documents form your application for an IRC:

- Covering letter containing a summary of the case
- Completed application for issue of invalidity retirement certificate (SPC) form available on our website at [csc.gov.au/Employers/News-and-publications/Forms/](https://csc.gov.au/Employers/News-and-publications/Forms/)
- Duty statement
- Compensation provider's recommendation (if applicable)
- Two doctors' reports with valid certification period
- Any other relevant background medical information
- Leave records

The two doctors' reports should, to the extent possible, answer the questions on the PSS and CSS invalidity retirement doctor's report checklist found on our website at [csc.gov.au/Employers/News-and-publications/Forms](https://csc.gov.au/Employers/News-and-publications/Forms/).

There is no need to obtain a report from an independent medical examiner (although one can be provided, if available) as the two reports can be from doctors who are treating the member, such as their specialist and a general practitioner. At least one of the doctors must be a registered medical practitioner that is a specialist practising in an area relating to the member's terminal medical condition. It is important that both doctors' reports comment on the member's life expectancy and remain within their certification period.



For PSS members only, if the two doctors' reports advise that a PSS member's condition is of a terminal nature, or that they are suffering from a terminal medical condition that requires personal or nursing care on a daily basis in the next 2 years, the member may be eligible to receive a lump sum of their benefit (based on their accrued benefit multiple).

Any lump sum payable to a CSS or PSS member may be tax free if the member's condition meets the Superannuation Industry (Supervision) Regulations 1994 definition of a terminal medical condition. Please refer to our website or the ATO at [ato.gov.au](http://ato.gov.au) for more information.

## Further information

For more information about invalidity retirement, refer to the PSS and CSS invalidity notes on our website at [csc.gov.au/Employers/News-and-publications/Forms](http://csc.gov.au/Employers/News-and-publications/Forms) or contact us using the details provided below.



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