

# Income account request



☎ Did you know you can open an *Income account* online?

If you're an existing *Sunsuper for life* member, log into *Member Online* to complete this online.

**Important:** PLEASE SUPPLY A CERTIFIED COPY OF YOUR CURRENT DRIVER'S LICENCE OR PASSPORT.

If you are also opening a *Super-savings account* with insurance cover, please ensure you read and understand your Duty of Disclosure at [sunsuper.com.au/dutyofdisclosure](http://sunsuper.com.au/dutyofdisclosure)

Please provide us with as much information as possible. Please tick box where appropriate. Use **BLOCK** letters and dark ink when completing this form and ensure it is signed and dated. \*DENOTES MANDATORY FIELD.

☎ 13 11 84 [sunsuper.com.au](http://sunsuper.com.au)

Reply Paid 2924 Brisbane Qld 4001

**Member number**

if already a member

## 1 Personal details

Title	First name*	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last name*	Date of birth (DD/MM/YYYY)*	Gender*
<input type="text"/>	<input type="text"/>	<input type="text" value="M"/> <input type="text" value="F"/>

Street Address/PO Box\*

Suburb/Town*	State*	Postcode*	Home phone number	Daytime phone number*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal email address	Mobile phone number*
<input type="text"/>	<input type="text"/>

**Register me for *Member Online* now.** You must provide a valid email address. Details will be forwarded to you.

**Note:** Where we can we'll provide your documents, including statements and notices of changes to your account, electronically. We'll email or SMS you when information is ready to view in *Member Online*. If you would prefer information is posted to you, change your preferences in *Member Online*, the Sunsuper app, or by calling us on 13 11 84.

Residential street address (if the same as above leave blank)*	Suburb/Town*	State*	Postcode*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Have you enclosed a certified copy of your identification documents?**

[For more information on who can certify visit sunsuper.com.au/id](http://sunsuper.com.au/id)

**Tax file number declaration** - if you are under 60, please complete the *Tax file number declaration* form.

If you're a member of *Sunsuper for life*, we may already have your TFN, but feel free to provide it if you're unsure. Read the information about *Providing your TFN* on the last page.

My TFN	<input type="text"/>	<input type="checkbox"/> Under age 60? Have you completed and enclosed the <i>Tax file number declaration</i> form?
Do you know where all your super is?	<input type="checkbox"/> <b>Look for other super for me</b>	Tick and we'll use your TFN to search for any other super you may have with other funds or the ATO, to the extent the law allows. If we find money with the ATO, this will normally be transferred automatically to your Sunsuper account. If we find money with other funds, we'll be in touch to help you combine them.

## 2 Income account type and retirement status

To open an *Income account*, you must deposit a minimum of \$60,000 from your *Super-savings account*

<input type="checkbox"/> I would like to open a <i>Retirement income account</i>	OR	<input type="checkbox"/> I declare that:
<input type="checkbox"/> I would like to open a <i>Transition to retirement income account</i> (TTR)		<ul style="list-style-type: none"><li>I have reached my preservation age and permanently retired, <b>OR</b></li><li>I have stopped working for an employer on or after the date I reached 60 years of age, <b>OR</b></li><li>I am 65 years of age or older.</li></ul>
		<input type="checkbox"/> I declare that:
		<ul style="list-style-type: none"><li>I have reached preservation age and am not retired</li></ul>

**Note:** Let us know when you meet the conditions above, and your account will become a *Retirement income account*. Alternatively, this will happen automatically when you turn 65.

## 3 Putting money into your *Income account*

Fill out one or more of the sections below and over the page

### Transfer from my existing Sunsuper account

Transfer my entire account balance into my *Income account*.  
**Note:** This will cancel any insurance cover you have.

Transfer the following amount from my existing Sunsuper account.<sup>1</sup>

Transfer my account balance but leave approximately this amount in my existing Sunsuper account.<sup>2</sup>

A minimum of \$60,000 is required to open an *Income account*. If you wish to maintain your insurance cover in your *Super-savings account*, you will need to ensure that there is enough money in your *Super-savings account* to pay for any future insurance premiums.<sup>2</sup> Please be aware that a Government legislated cap applies to amounts held in all retirement pension accounts, including your *Retirement income account*. For more information please refer to the *Sunsuper for life guide*.

<sup>1</sup> Changes in the daily unit prices will mean that the amount you nominate will be the actual amount transferred into an *Income account* but the remaining balance will be higher or lower.

<sup>2</sup> Changes in the daily unit prices will mean that the actual amount retained in your *Super-savings account* will be higher or lower than your nominated amount.

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### 3 Putting money into your *Income account* continued from previous page

#### Are you transferring money from another super fund?

You can simply visit [sunsuper.com.au/rollovertool](http://sunsuper.com.au/rollovertool) or complete a *Combine your super into Sunsuper* form available in the *Sunsuper for life guide* and also at [sunsuper.com.au/combinemysuper](http://sunsuper.com.au/combinemysuper). If you know the details of any funds you would like to rollover, please provide below.

Name of Fund

1  2  3

#### Send us a contribution

If you'd like to make an additional contribution into your *Super-savings account*, then into your *Income account*.

**BPAY®**  
(visit [sunsuper.com.au/bpay](http://sunsuper.com.au/bpay))  
© Registered to BPAY Pty Ltd  
ABN 69 079 137 518

**Cheque**  
(please make payable to  
Sunsuper Pty Ltd)

**Direct Debit**  
(You'll need to complete a *Direct debit request*  
form, visit [sunsuper.com.au/directdebit](http://sunsuper.com.au/directdebit))

Contribution amount

\$

**I am over 65 and meet the work test:** You must have worked in paid employment for 40 hours over 30 consecutive days during the current financial year for us to accept your voluntary contribution. Once aged 75 we're unable to accept a voluntary contribution from you.

### 4 Claiming a tax deduction See important information about Tax deductions on page 3 of this booklet.

Are you claiming a tax deduction for any personal contributions?

NO

YES

Have you downloaded and attached a completed *Notice of intent to claim a tax deduction* form? You are required to provide this instruction **before** starting your *Income account*.

If you wish to rollover your existing Sunsuper superannuation, or make a cash contribution for your *Income account*, and you would like to claim a tax deduction, please read page 3 of this booklet. If you do not choose to make a tax deduction, and provide the relevant forms, your *Income account* will be set up and you will be unable to claim a tax deduction.

### 5 Choosing an investment strategy Please select how you would like to invest your *Income account* balance

You can choose to invest your account using the *Today and Tomorrow* strategy as outlined in Section 1 of the *Sunsuper for life guide*. If you prefer, you can choose to build your own strategy by choosing up to 10 options that you would like to invest your *Income account* balance in. Read the *Sunsuper for life PDS*, *Sunsuper for life guide* and *Sunsuper for life Investment guide* carefully and call us if you have any questions. **Note: If you do not make an investment strategy choice, your account will be invested in the Retirement investment option.**

**Invest in the *Today and Tomorrow* strategy.** Note: you can only select the *Today and Tomorrow* strategy when starting a new *Income account*. Your payments will be made from the Cash investment option until there are not enough funds to make a future income payment. The payments will then be made proportionally from your remaining account balance.

OR

**Build your own strategy** – referring to the table below, you can choose where your *Income account* is invested and which investment option(s) you would like your income payments to be made from by completing both columns. Refer to the instructions on the side.

Investment option	Investment choice	Income payment source	FOR OFFICE USE ONLY
Growth	.00%	.00%	RB/WB
Balanced	.00%	.00%	RC/WC
Balanced – Index	.00%	.00%	RN/WN
Socially Conscious Balanced	.00%	.00%	RS/WS
Diversified Alternatives	.00%	.00%	RW/WW
Retirement	.00%	.00%	RA/WA
Conservative	.00%	.00%	RD/WD
Shares	.00%	.00%	RP/WP
Australian Shares	.00%	.00%	RG/WG
Australian Shares – Index	.00%	.00%	RH/WH
International Shares (hedged) – Index	.00%	.00%	RJ/WJ
International Shares (unhedged) – Index	.00%	.00%	RR/WR
Emerging Markets Shares	.00%	.00%	RT/WT
Property	.00%	.00%	RL/WL
Australian Property – Index	.00%	.00%	RK/WK
Diversified Bonds	.00%	.00%	RO/WO
Diversified Bonds – Index	.00%	.00%	RF/WF
Cash	.00%	.00%	RE/WE
Capital Guaranteed	.00%	.00%	RM/WM
Must be whole numbers and each add to TOTAL 100%	100.00%	100.00%	

#### Income payment source

Complete the column "Income Payment Source" to provide your instructions.

OR

Tick this box to have your payments made proportionally across your account balance (default).

Read the *Sunsuper for life PDS*, *Sunsuper for life guide* (including the *Today and Tomorrow* information, and *Getting money out* in Section 1), and *Sunsuper for life Investment guide* carefully.

**Note:** If there are not enough funds in your nominated investment option(s) to make a future income payment, the payment will be made proportionally from your remaining account balance.

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## 6 Build your own strategy – Rebalancing

Would you like to rebalance your investments automatically? (see Section 1 of the *Sunsuper for life guide*.)

YES Rebalance twice a year on 31 March\* and 30 September\* each year.

YES Rebalance annually on 31 March\* each year.

NO

**Note:** Rebalancing is only available if you have more than one investment option. Rebalancing simply means bringing the weighting of each investment option in your portfolio back into line with your original selection by moving money from one option to another. Your weighting of investment options gets out of line when some investments perform better than others. Sunsuper offers an automatic rebalancing service that reweights your investment options back into line with your original selection. Buy-sell spreads may apply.

\*Or the next business day after this date if it falls on a weekend or public holiday.

## 7 Bank account details Please supply a copy of your bank statement

Your bank statement must be less than 12 months old and show your BSB number, your account number and your account name.

Financial institution\*

Name on the account\*

BSB number\*

Account number\*

**Note:** Money cannot be paid into a credit card or third party account.

## 8 Income payment details This section refers to the amount you wish to receive on a regular basis

Complete this section to show how often you require the payments, and the amount you would like to be paid.

I understand I am required to take an amount of income payments each year at least equal to the **minimum amount** calculated each financial year.

I accept and agree to any actions that Sunsuper may take to ensure that I have been paid income payments at least equal to this minimum amount.

**Note:** If you do not make a choice, you will receive the minimum level of payment on a monthly basis.

I wish to receive my payments:

fortnightly

monthly on the 11th (default)

quarterly

half yearly

yearly

AND

I wish to receive payments amounts of:

Minimum<sup>1</sup> level (default)

(TTR only) Maximum, you will receive the full 10%

(TTR only) Pro rata amount of the 10% maximum<sup>2</sup>

Specific gross amount per payment

\$

AND

I would like my *Income account* set-up:

ASAP

–OR–

After this date:

AND

I would like to receive my first payment in this month (MM/YYYY):

Payment will be made in the next available payment run.

<sup>1</sup> The minimum default level will be age-based as described in Section 1 of the *Sunsuper for life guide*.

<sup>2</sup> If you select the pro rata option you will be paid the maximum amount for the period remaining in the financial year you start your *Income account* (i.e. it will be less than 10% of your account balance). If you select the non pro rata option you will be paid the maximum amount (i.e. 10% of your starting balance in the remainder of the financial year you start your *Income account*).

**Note:** If over age 65, the maximum is the full account balance.

## 9 Beneficiaries Complete this section to nominate a beneficiary other than your estate to receive your benefit if you die

What type of beneficiary do you want to nominate? (please tick one)

**Binding death benefit nomination:** You can nominate a dependant (as defined in superannuation law) and/or your legal personal representative (the executor or administrator of your estate). Complete a *Binding death benefit nomination* form, available in the *Sunsuper for life guide* and also at [sunsuper.com.au/beneficiary](http://sunsuper.com.au/beneficiary)

**Note:** Any current beneficiaries will be applied to your *Income account* if you do not select an option. If you nominate a new beneficiary that isn't currently applied to your *Super-savings account* and you do not specify a beneficiary type, they will be applied as a **preferred beneficiary**.

OR

**Reversionary beneficiary (spouse or defacto only):** List your reversionary beneficiary below. I understand the reversionary beneficiary is limited to my spouse or defacto. I have read the information in Section 2 of the *Sunsuper for life guide* before ticking this box.

**Preferred beneficiaries:** List your preferred beneficiary below or complete and return a *Change of details* form, available from [sunsuper.com.au/beneficiary](http://sunsuper.com.au/beneficiary) Will be used as a guide only by the Trustee.

Title

First name\*

Middle name

Last name\*

Relationship (e.g. Spouse)

Date of birth (DD/MM/YYYY)\*

Gender\*

M

F

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## Have you completed and attached your additional forms and documentation?

- Attach original certified copies of suitable documents:
  1. Driver's licence or passport (copies must be certified by an authorised person), and
  2. Proof of ownership for the bank account you have nominated for receipt of your income payments (proof of ownership must be less than 12 months old and show your BSB number, your account number and your account name e.g. a bank statement),
- *Tax file number declaration* form (if under age 60),
- *Notice of intent to claim a tax deduction* form (if applicable),
- *Combine your super into Sunsuper* form (unless you've used our simple online rollover tool), and
- *Binding death benefit nomination* form (if applicable).

## 10 Financial adviser

Please communicate with my financial adviser where possible regarding this form. I have attached (or previously provided) a signed third party authority for my financial adviser to access information about my Sunsuper account(s).

Please communicate with my financial adviser about this form via email. I acknowledge email is not a secure form of communication.

Adviser name/Company:

## 11 Authorisation and declaration Sign this application form and return to Sunsuper:

### Your Privacy – Personal Information Collection Notice

The purpose for which Sunsuper is collecting the information on this form is to provide superannuation benefits and related services for you. This includes processing your application, managing your participation in Sunsuper and ensuring you receive your entitlements. If the information requested is not provided, Sunsuper may be unable to properly administer your benefits and notify you about your entitlements. Sunsuper will normally only use the information you provide on this application for these purposes. Sunsuper will also use this information to notify you about Sunsuper and other products.

Sunsuper does not normally disclose information about members to parties outside the Sunsuper group, except parties contracted to provide services to Sunsuper. This includes but is not limited to the Fund's administration service provider, insurer, auditors and legal advisers. If you subsequently make a claim for a disablement benefit, the insurer will disclose information about you to medical practitioners and other experts for the purposes of assessing your claim, and may collect information about your disability from these people or from your employer.

Sunsuper also might be required by law to disclose information about you, for example to government bodies such as the Australian Taxation Office and we may disclose information to relevant overseas bodies in various countries, as described in our *Privacy Policy*.

Our *Privacy Policy* sets out how you can access information about your benefit and personal details, correct any information which is inaccurate or out-of-date and information on our privacy complaint process.

We are committed to respecting the privacy of personal information you give us. If you would like a copy of Sunsuper's *Privacy Policy*, visit [sunsuper.com.au/privacy](https://www.sunsuper.com.au/privacy) or call 13 11 84.

### Providing your TFN:

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. The trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the trustee of your superannuation fund in writing that your TFN not be disclosed to any other superannuation provider.

It is not an offence not to quote your TFN. However giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- your superannuation fund will be able to accept all types of contributions to your account(s);
- the tax on contributions to your superannuation account(s) will not increase;
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits; and
- it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

## Declaration

### I declare that:

- If I am not already a member of Sunsuper, I apply to become a member of Sunsuper and I agree to be bound by the Trust Deed that governs the Fund.
- If I do not have a *Sunsuper for life Super-savings account*, I apply to open one and I have read the *Sunsuper for life Product Disclosure Statement (PDS)*.
- I apply to open a *Sunsuper for life Income account*.
- I have received and read the *Sunsuper for life PDS*, *Sunsuper for life guide*, *Sunsuper for life Insurance guide* and *Sunsuper for life Investment guide*.
- I consent to Sunsuper using my personal information to verify my identification electronically to fulfil legislative requirements.
- I acknowledge and have read my Duty of Disclosure at [sunsuper.com.au/dutyofdisclosure](https://www.sunsuper.com.au/dutyofdisclosure) and all of my details on this *Income account request* are correct.
- I understand all the conditions I must meet to be eligible to obtain Death and Total & Permanent Disability Assist insurance cover, as described in Section 4 of the *Sunsuper for life Insurance guide*. I acknowledge insurance cover is provided by an external insurance company.
- I consent to the collection and disclosure of information about me for the purposes shown above.
- I have met the conditions outlined in Section 2 for the *Income account* type and retirement status I selected.
- I am a citizen or permanent resident of Australia or citizen of New Zealand.
- I have fully read this form and the information completed is true and correct.
- I have considered the fees and charges, effect on insurance cover, including the lapsing of cover if there is not enough money in my *Super-savings account* balance to pay for any future insurance premiums and the implication to my benefit entitlement prior to rolling over my benefits. I do not require further information and authorise the rollover to proceed.
- I understand I am required to take an amount of income payments each year at least equal to the minimum amount calculated each financial year. I accept and agree to any actions that Sunsuper may take to ensure that I have been paid income payments at least equal to this minimum amount.

**Please note:** All certified proof of identity documents will need to be mailed to us.

Member to sign here\*



Date (DD/MM/YYYY)\*

**Please return the form to Sunsuper  
Reply Paid 2924 Brisbane Qld 4001**