

Contributions Splitting Application Instruction Guide

Contributions splitting allows you to split certain contributions made by you or for you into a new or existing superannuation account held by your spouse.

The Contributions Splitting Application Form (CSA Form) and this supporting Instruction Guide will enable you to request the Trustee to split your contributions. You should seek financial advice to determine what is most appropriate for your circumstances and to ensure you complete your request to split contributions accurately.

The CSA Form is divided into 2 parts:

Part A – Member details, intent to claim a tax deduction and contributions splitting instructions

Part B – Spouse details and declarations

You must complete both Parts A and B to ensure your request can be processed. Your request to split contributions will not be processed if this form is not completed correctly.

Key rules for consideration:

1. Contributions splitting is only available for the following MLC Superannuation products:

- MLC MasterKey Super Fundamentals
- MLC MasterKey Business Super
- MLC MasterKey Personal Super

2. If you have more than one superannuation account with MLC and wish to split contributions you have made to these accounts, you must complete a CSA Form for each account. These forms must be submitted at the same time.

3. In the following instructions when we refer to 'you', we are referring to the member who is splitting contributions to their spouse.

For the purposes of contributions splitting, the term 'spouse' includes any other person who, although not legally married to the person, lives with the person on a genuine domestic basis in a 'relationship as a couple' (whether they are of the same or opposite sex).

To be eligible to split contributions, the receiving spouse must also be:

- under their preservation age, or
- aged between their preservation age and 65 years, and not retired.

4. You are able to split contributions made in the current and/or previous financial year by submitting one CSA Form.

Please note, however, that you may split contributions made in the current financial year only if you intend to rollover your benefit to another super fund or have your account paid out in full. To do so you must ensure you submit a completed CSA Form, together with a completed Withdrawal/Rollover Form.

For contributions made in the previous financial year, you must ensure you submit a valid and accurately completed CSA Form by 30 June of the current financial year.

You may elect to split the lesser of:

- 85% of your taxed splittable contributions for the financial year, or
- your concessional contribution cap for that financial year.

For this purpose, a taxed splittable contribution generally includes:

- mandatory employer contributions (SG, award and certain employer amounts transferred by the ATO)
- voluntary employer contributions
- salary sacrifice (employer) contributions
- personal deductible contributions, and
- employer contributions allocated from fund/plan reserves.

5. The following contributions/amounts aren't eligible to be split:

- untaxed contributions (such as personal contributions for which a tax deduction isn't claimed and co-contributions)
- amounts rolled over or transferred into the fund
- super lump sums paid from a foreign super fund
- amounts received as a result of a previous contribution split, or
- contributions that are subject to a Family Law payment split or flag.

Contributions Splitting Application Instruction Guide

6. Submission of a Notice of intent to claim or vary a deduction for personal contributions notifying us of your intention to claim a tax deduction on personal contributions affects the level of taxed contributions you have available to split. It is important you determine the amount you are eligible to claim as a deduction and correctly specify the amount you wish to claim before requesting to split an amount to your spouse.

Before completing a request to split contributions or a Notice of intent to claim or vary a deduction for personal contributions you should discuss this further with your financial adviser or tax adviser.

7. Definitions used throughout this Instruction Guide and the MLC CSA Form:

Term/Abbreviation	Meaning
CS lump sum	Contributions Splitting Lump Sum. For tax purposes CS lump sums will be rollovers.
Receiving spouse	The spouse who is being credited with the CS lump sum (even if they are also a member of the same fund as the actual member splitting from their account to the receiving spouse).
'Notice of Intent to Claim a Deduction'	A notice from a member stating their intention to claim a tax deduction for their personal contributions made in a financial year (the notices must contain specific information as required by tax law).
Retirement	Generally, a receiving spouse is in retirement if the spouse is: <ul style="list-style-type: none"> – not gainfully employed for 10 or more hours per week; and – the Trustee is reasonably satisfied that the receiving spouse does not intend to resume gainful employment for 10 or more hours per week.

Part A – To be completed by you (the member)

Your personal details

1. Complete your current member details including your account number, name and date of birth, gender and residential address details.

Claiming a tax deduction for personal contributions

2. Do you want to claim a tax deduction for personal contributions made to your account in the current or previous financial year?

If you are eligible for and intend to claim a tax deduction for personal contributions made, please ensure we receive your Notice of intent to claim or vary a deduction for personal contributions at the same time or before we receive your CSA Form. You can download this form from mlc.com.au

Intent to split contributions made in the previous financial year

3. Do you wish to split with your eligible spouse, contributions you have made in the previous financial year?

If no, proceed to Section 4.

If yes, select the dollar (\$) or percentage (%) amount you wish to split. Important Note: If you split a specific dollar (\$) or percentage (%) amount of contributions and your account does not have the required funds, or you have specified a dollar figure greater than the relevant maximum, we will not proceed with your request.

MLC will check to ensure that the amounts you wish to split are within the prescribed legislative parameters. In addition, MLC will ensure that adequate funds are in your account to cover all account fees and tax liabilities that have to be met by the fund. MLC will inform you by letter if there are any issues with your request to split, or if your request is rejected.

For up to date details on your taxed and/or untaxed contributions for the year, please contact the MLC Client Service Centre on 132 652.

Intent to split contributions made in the current financial year

4. Do you wish to split with your eligible spouse, contributions you have made in the current financial year?

Important Note: You may only split contributions made in the current financial year only if you intend to rollover your benefit to another super fund or have your account paid in full.

You will need to complete this section of the CSA Form as well as an MLC Super cash withdrawal request form or a MLC Super rollover request form.

You can download these forms from mlc.com.au or request a copy by contacting the MLC Client Service Centre on **132 652**.

If no, proceed to Section 5.

If yes, select the dollar (\$) or percentage (%) amount you wish to split.

Important Note: If you split a specific dollar (\$) or percentage (%) amount of contributions and your account does not have the required funds, or you have specified a dollar figure greater than the relevant maximum, we will not proceed with your request.

Withdrawal instructions

5. You can select the specific investment option(s) from which you wish your contributions split payment to be made. You can specify either dollar or percentage amounts. Please state the full name of the investment option you require the split to be drawn from. If you do not select an investment option your contributions split will be made pro-rata across all investment options.

If there are insufficient funds in your specified investment option(s) to process this split request we will inform you. In this instance you will be required to confirm, in writing, an alternative investment option from which to deduct that portion of the contributions split.

However, your form will not be processed if there are insufficient funds in your account or if the details provided are incomplete on the CSA Form.

Amended requests must be received by 30 June of the current financial year.

If you have rolled over your full benefit to another superannuation provider, or have had your account paid out in full, then amended requests cannot be made.

Part B – Details of receiving spouse (to be completed by you and your spouse)

Receiving spouse personal details

6. In order to split your contributions we require certain details about your spouse and their superannuation account. Please fill in your spouse's full name, date of birth and complete residential address.

Receiving spouse account details

7. If your spouse currently has an MLC superannuation account into which the split amount (CS lump sum) is to be paid, please provide the MLC account number and proceed to Section 8.

If your spouse does not have a current MLC superannuation account and they wish to commence an account using the contributions split amount (CS lump sum), an application form from a current Product Disclosure Statement must be completed by your spouse and sent to MLC.

If your spouse would like a Product Disclosure Statement and application form please contact the MLC Client Service Centre on 132 652 or go online at mlc.com.au.

If your spouse does not have an MLC superannuation account and does not wish to commence an account with MLC, please provide the correct account and contact details of their external fund, to enable MLC to process the contributions split to this fund.

Applicant request and declaration

8. MLC must validate that you are who you say you are and that the information you have provided is correct. Please ensure all personal details and your full signature is provided and that you date this section. We cannot accept your request if you have not provided correct information on the CSA Form. For MLC MasterKey Business Super and MLC MasterKey Personal Super members only: the Trustee will charge a fee of \$75 to administer the split, unless you are transferring split contributions to another account in the MLC Super Fund. The fee will be deducted from your account at the time the contributions are transferred from your account.

Declaration of receiving spouse

9. The declaration relating to age and retirement status must be signed and dated by the receiving spouse (the spouse who will be receiving the contributions split). If your spouse does not meet the eligibility requirements we are unable to process this request to split contributions.

Important Note: We will not accept this request to split without a signed declaration from your spouse.

Once your request to split contributions has been received and processed you will receive a confirmation letter confirming the details of your split payment.

Checklist

- Please ensure all relevant questions have been completed.
- Please ensure any relevant forms are attached with your CSA form.
- Notice of intent to claim or vary a deduction for personal contributions form if you are claiming a tax deduction for a previous financial year where this has not already been submitted.
- A CSA Form for each separate account, if applicable.
- Please ensure your CSA form is sent along with a duly completed family member application form for the receiving spouse commencing a new MasterKey Business Super account with MLC. The MasterKey Business Super family member application form is available at mlc.com.au/familymemberapp.

For MasterKey Super Fundamentals application form please go to mlc.com.au

For more information

Please submit your Contributions Splitting Application Form and all other forms to: MLC MasterKey,
PO BOX 200, North Sydney 2059

The information in this Instruction Guide is current as at 1 September 2020.

This Instruction Guide contains general information only. It has been prepared without taking into account your objectives, financial situation or needs and because of that you should, before acting on this information, consider its appropriateness having regard to your personal objectives, financial situation and needs. You should obtain a Product Disclosure Statement (PDS) relating to the financial products mentioned in this communication issued by NULIS Nominees (Australia) Limited (as trustee of the MLC Super Fund), and consider it before making any decisions in relation to about whether to acquire or continue to hold the product. A copy of the PDS is available at mlc.com.au or you can call us to request a copy.

NULIS Nominees (Australia) Limited ABN 80 008 515 633 AFSL 236465. Part of the National Australia Bank Group of Companies. An investment with MLC is not a deposit or liability of, and is not guaranteed by, NAB.

Contributions splitting application form

MLC MasterKey Super Fundamentals
MLC MasterKey Business Super
MLC MasterKey Personal Super

We respect your privacy and handle your information in accordance with our privacy policy. All forms and information about our privacy policy are available on mlc.com.au/privacy

There are specific legislative and business rules applicable to amounts that may be split. For these rules please refer to the MLC Contributions Splitting Application Instruction Guide when completing this form.

Part A – To be completed by member

1. Your personal details

Account number

Customer number (if known)

Contact telephone (business hours)

Title

Mr Mrs Miss Ms Other

First name

Middle name

Family name

Date of birth (DD/MM/YYYY)

Gender

Male Female

Residential address

Postcode

2. Claiming a tax deduction for personal contributions

Do you want to claim a tax deduction for personal contributions made to your account in the current or previous financial year?

No **Please go to Section 3**

Yes Please complete and return a **Notice of intent to claim or vary a deduction for personal contributions** form available from mlc.com.au. You must claim before you request to contribution split.

3. Intent to split contributions made in the previous financial year

Do you wish to split with your eligible spouse, contributions you have made in the previous financial year?

No **Please go to Section 4**

Yes You can split the lesser of:
- 85% of your taxed splittable contributions made in the previous financial year; or
- your concessional contribution cap for the previous financial year.

Please select the dollar (\$) or percentage (%) amount you wish to split.

Taxed Contributions \$ or %

Part A – To be completed by member continued

4. Intent to split contributions made in the current financial year

Do you wish to split with your eligible spouse, contributions you have made in the current financial year?

No Please go to **Section 5**

Yes You can split the lesser of:
 - 85% of your taxed splittable contributions made in the current financial year; or
 - your concessional contribution cap for the current financial year (only applicable if you are fully rolling over to another super fund or having your account paid out in full).

Please select the dollar (\$) or percentage (%) amount you wish to split.

Taxed Contributions \$ or %

5. Withdrawal instructions

If you want to draw the amount to be split from specific investment options, please specify the proportions (% or \$) in the table below. If you do not complete this table your contributions split will be made pro-rata across all investment options.

Name of investment option	Percentage (%)	Amount (\$)

Part B – Details of receiving spouse

6. Receiving spouse personal details

Title

Mr Mrs Miss Ms Other

First name

Middle name

Family name

Date of birth (DD/MM/YYYY)

Gender

Male Female

Residential address

Postcode

7. Receiving spouse account details

Is the split to be made to a current superannuation account held by the receiving spouse with MLC?

Yes Please provide the receiving spouse's account number below and then go to **Section 8**

MLC account number

No Please complete below

If the contributions split is to be paid to a superannuation provider other than MLC, please provide the following details:

Provider name

Account name

Account number

Part B – Details of receiving spouse continued

7. Receiving spouse account details continued

Address

								Postcode		

Product name

--

Australian Business Number (ABN)

--

Unique Superannuation Identifier (USI) (if known)

--

8. Applicant request and declaration

I request that the Trustee split an amount to my eligible spouse's superannuation account based on my instructions in Part A and Part B of this form. I understand that if either Part A or Part B of this form are incomplete or do not meet the requirements set out in this form and the **Instruction Guide**, the Trustee will not accept the application and the contributions split will not proceed. I declare that the information I have provided is complete and correct. I understand that if I do not have available funds in my account this form will be rejected.

For MLC MasterKey Business Super and MLC MasterKey Personal Super members only: I understand that the Trustee will charge a fee of \$75 to administer the split, unless I am transferring split contributions to another account in the MLC Super Fund. I also understand that the fee will be deducted from my account at the time the contributions are transferred from my account.

Signature of member

X	Date (DD/MM/YY)						
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

9. Declaration of receiving spouse

I declare that at the date of this application I am the spouse of the applicant and that:

- I am aged less than preservation age; or

If I have reached my preservation age, I am aged less than 65 years and I have not either:

- ceased work with any employer since turning 60; or
- retired from the workforce.

I request that the Trustee split an amount to my superannuation account in accordance with Part A and Part B of this form. I declare that the information I have provided on this form is complete and correct. I understand that if either Part A or Part B of this form are incomplete or do not meet the requirements set out in this form and the **Instruction Guide** the Trustee will not accept the application and the contributions split will not proceed.

Signature of spouse

X	Date (DD/MM/YY)						
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

10. Send us your form

Please send your completed, signed and dated form to:

NULIS Nominees (Australia) Limited
PO Box 200
North Sydney NSW 2059
Fax number: 02 9964 3334
Email: contactmlc@mlc.com.au

If you have any questions please speak with your financial adviser, call us on **132 652** Monday to Friday between 8.00am and 6.00pm (AEST/EDT) or visit mlc.com.au