

Early release of super

MLC Wrap Super and Navigator Retirement Plan

You can apply for early release of your super on compassionate grounds or for financial hardship

What do you need to do?

Simply follow the steps below, choosing the type of early release of super you'd like to request. You can find financial hardship details on page 1 and compassionate grounds on page 2.

What are the tax implications?

We'll deduct withholding tax from your balance when we process the payment. This will be the final tax due.

The rates of withholding tax which apply are:

Component	Age	Tax-rate
Tax-free	Any	Tax-free
Taxable (taxed element)	< preservation age	20% ¹
	preservation age to 59	First \$205,000 at 0% Excess at 15% ¹

¹ Plus Medicare levy.

Your preservation age is:

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

Financial hardship

Legislation states that a member can only receive a severe financial hardship claim for no greater than a combined \$10,000 (including tax) in a single 12 month period. This amount and time period also applies to other superannuation benefits you hold with other financial institutions.

However, if a member has reached their preservation age plus 39 weeks, the amount that they may receive after a successful severe financial hardship claim is not limited to a specific dollar amount.

Step 1 Check if you may be eligible

You can apply for early release of super if you meet one of the following criteria:

- You're under your preservation age plus 39 weeks and
 - have received Centrelink or Department of Veterans Affairs (DVA) benefit continuously for 26 weeks before applying, and are still in receipt of these payments at the time of your application,
- and
- that you can't meet reasonable and immediate living expenses.

If the Trustee is satisfied, a single lump sum amount of between \$1,000 (or the balance of your benefit if it is less than \$1,000) and \$10,000 less fees and taxes may be paid to you in a 12 month period.

or

- You're over preservation age and 39 weeks and:
 - you have received Centrelink or DVA benefits for a total of 39 weeks since reaching your preservation age,
- and
- you're in paid employment for less than 10 hours a week, or you're not employed at all, at the time of your application.

If you qualify the Trustee may release your entire superannuation account balance.

Step 2 How to apply for early release

If you receive benefits from Centrelink:

- complete the **Early release of super form** (see page 3), and
- include the **Proof of Identity** documents as set out on page 12
- you'll need to contact Centrelink to obtain a confirmation you've received Commonwealth income support payments for a continuous period of 26 weeks, or a total of 39 weeks since reaching your preservation age (as applicable)

If you receive benefits from the Department of Veterans' Affairs (DVA):

- you'll need to contact the DVA to obtain a confirmation you've received Commonwealth income support payments for a continuous period of 26 weeks, or a total of 39 weeks since reaching your preservation age (as applicable).

- if you're under your preservation age plus 39 weeks, you'll need to make sure that the date of the confirmation letter is not more than 21 days old when you submit your application to the Trustee. If it is, it won't be valid and we can't accept it.
- complete the **Early release of super form** (see page 3).
- attach the original copy of the DVA confirmation letter, and
- make sure you include the **Proof of Identity** documents as set out on page 12.

Compassionate grounds

Step 1 Check if you may be eligible

To check if you're eligible to access your super early on compassionate grounds, go to the Australian Taxation Office's (ATO) website at www.ato.gov.au.

Some circumstances include:

- certain medical treatments
- a payment to prevent the foreclosure of a mortgage on your principal place of residence (i.e. your home)
- modifications to your home and/or vehicle to accommodate for your own (or a dependent's) special needs, arising from severe disability
- you or a dependent's palliative care, in the case of impending death, or
- costs associated with a dependent's death, funeral or burial.

Step 2 Apply to ATO

You'll need to apply to the ATO via myGov which is the Australian Government's online portal to access government services. myGov can be accessed from my.gov.au. For more information on this, call the ATO on **13 10 20**.

The ATO will assess your application and send you a notification in your myGov inbox and an approval letter in the mail advising of their decision. The ATO can take up to 14 days to do this.

Step 3 Notify MLC

Once you've received approval from the ATO, you'll need to send us the documents listed:

- a completed **MLC Early release of super form** (see page 3)
- original copy of the ATO letter approving your application
- **Proof of Identity** documents – this is additional to any identity documents you've supplied to the ATO (see page 12).

What happens next?

Address your documents to:

MLC
GPO Box 2567
Melbourne Vic 3001

The Trustee will assess your request

Once we've received all the information requested, your application will be reviewed and will usually be processed within five working days.

If your application is successful, we'll mail you a confirmation of the details of your withdrawal and you can also find this information by logging onto mlc.com.au

Any questions?

Speak with your financial adviser or contact us on **132 652** Monday to Friday between 8 am and 6 pm (AEST/AEDT).



Application for early release of super

Please read the information about applying on pages 1 and 2 before you complete this form.
We can only accept your request if the form is correctly completed.

1. Your account details

Account number

Title

Mr Mrs Miss Ms Other

First name

Middle name

Family name

Date of birth (DD/MM/YYYY)

Email

Residential address

Your residential address can't be a PO Box

Unit number

Street number

Street name

Suburb

State

Postcode

Country

Email

Mobile phone number

Home telephone

Business telephone

Postal address

If different to residential address

Unit number

Street number

Street name

Suburb

State

Postcode

Country

2. Your tax file number

Tax File Number (TFN) details

Have you previously provided us with your TFN?

Yes Please go to **Section 3**

No **Please write your tax file number in the box provided below.**

Tax File Number (TFN)

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Under the Superannuation Industry (Supervision) Act 1993, your superannuation fund is authorised to collect, use and disclose your TFN.

The trustee of your superannuation fund may disclose your TFN to another superannuation provider when your benefits are being transferred, unless you submit a written request to the trustee of your superannuation fund which states that you don't want your TFN to be disclosed to any other superannuation provider.

Declining to quote your TFN to the trustee of your superannuation fund is not an offence. However giving your TFN to your superannuation fund will have the following advantages:

- your superannuation fund will be able to accept all permitted types of contributions to your account/s
- other than the tax that may ordinarily apply, you will not pay more tax than you need to - this affects both contributions to your superannuation and benefit payments when you start drawing down your superannuation benefits, and
- it will make it easier to find different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

3. 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 4**.

Yes Please complete and return a **Notice of intent to claim or vary a deduction for personal super contributions form**.
You'll need to complete a separate form for each financial year.

Please go to **Section 4**.

4. Reason for early release of super

Please select the reason you're applying:

Compassionate grounds Please complete **Section 5**

Severe Financial hardship Please complete **Section 6**

5. Compassionate grounds

You'll need to supply the following documents. Please tick to confirm these are attached to this application form, otherwise we won't be able to process your request.

Original copy of the Australian Taxation Office (ATO) letter of approval.

Proof of identity documents as set out on page 12.

Please go to **Section 7** to provide your payment details.

6. Severe financial hardship

Please choose the type of application you're making. Only one option will apply

Option 1

I am under preservation age plus 39 weeks

A member can only claim a maximum severe financial hardship claim of \$10,000 (including tax) in a single 12 month period. The amount and time period, as stated in legislation, also applies to other superannuation benefits you hold with other financial institutions.

In the past 12 months, I have not received a severe financial hardship payment from my superannuation fund/s.

I'm under my preservation age plus 39 weeks and I have been receiving Commonwealth income support payments for a continuous period of 26 weeks.

I estimate the current weekly income of my family (including my spouse and dependants) plus Commonwealth income support payments to be an amount of:

\$ per fortnight

I estimate the current fortnightly expenses of my family (including my spouse and dependants) to be the amount of:

\$ per fortnight

I'm unable to meet reasonable and immediate family living expenses

Note: Expenses can include overdue bills and loan repayments

OR

Option 2

I'm over my preservation age plus 39 weeks and I have been receiving Commonwealth income support payments for a cumulative period of 39 weeks after reaching my preservation age and I am not in paid employment on a full-time or part-time basis.

You'll need to supply the following documents and information. Please tick to confirm the documents are attached to your application, otherwise we won't be able to process your request.

If you're receiving **Commonwealth income support payments from Centrelink** we'll need:

Centrelink Reference Number

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Proof of identity documents as set out on page 12.

OR

If you're receiving **Commonwealth income support payments from the Department of Veterans Affairs (DVA)**, we'll need:

Original copy of letter of confirmation from DVA which states that you've received Commonwealth income support payments for a continuous period of 26 weeks if under preservation age and 39 weeks, or a cumulative period of 39 weeks if over preservation age and 39 weeks.

Proof of identity documents as set out on page 12.

Please go to **Section 7** to provide your payment details.

7. Your payment details

Any tax that has to be paid will be deducted from this amount at the time of payment. Refer to tax rate table on page 1.

Full withdrawal

Part withdrawal

Please specify the amount required

\$

Note: If you're applying on the grounds of severe financial hardship, the maximum allowable benefit in a 12 month period is between \$1,000 (or the balance of your account if it is less than \$1,000) and \$10,000 (gross). If you're applying under compassionate grounds, we can only pay you the amount approved in the ATO letter.

8. Your payment details (continued)

Tax optimisation

Please choose the tax optimisation you want to apply to this transaction. If you haven't set a default method for your account and haven't selected a method below, the default will be first in first out (FIFO).

- First in first out (FIFO)
- Highest cost first out (HCFO)

Investment options

Which investment options do you want to sell down to pay for your partial withdrawal?

- Cash Account Please go to **Section 9**.
- Proportionally as per current investment weighting Please go to **Section 9**.
- From specific investment options Please complete the table below.

Please note that if no selection is made, your withdrawal will be processed using the available cash in the Cash Account. If there is insufficient available cash, we will sell investments using your nominated sell down sequence (or the default sell down sequence if you haven't nominated a sell down sequence).

Investment name	APIR/ASX code	Units	OR	Amount (Minimum \$500 per share)	OR	Percentage
				\$		%
				\$		%
				\$		%
				\$		%
				\$		%
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				\$		%
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				\$		%
				\$		%
				\$		%
				\$		%
				\$		%
Total				\$		%

If there is an existing Automatic Re-weighting Facility and the allocation above isn't in line with your target weight allocation, the Automatic Re-weighting Facility will be cancelled.

We recommend you review your additional investment allocation to ensure any future deposits into your account reflect the changes you've requested above. To change your instructions for all future investment allocations, you need to complete an **Update account details** form.

Please go to **Section 9**.

9. Your payment details

Please choose the type of payment and provide any details requested.

Bank account.

Pay to nominated bank account Please go to **Section 10.**

Pay to bank account below

Name of bank

Name of account holder(s)

BSB

Account number

Cheque

Pay to nominated bank account Please go to **Section 10.**

Pay as per details below

Cheque payee name

Name of contact person and/or company

Address

Unit number

Street number

PO Box

Street name

Suburb

State

Postcode

Country

Please go to Section 10.



Notice of intent to claim or vary a deduction for personal super contributions

If you want to change or make more than one claim, use a separate form each time.

We respect your privacy and handle your information in accordance with our privacy policy, available on mlc.com.au

1. Your personal details

Account number

Contact telephone (business hours)

Title

Mr Mrs Miss Ms Other

First name

Middle name

Family name

Date of birth (DD/MM/YYYY)

Email

Postal address

Unit number

Street number

PO Box

Street name

Suburb

State

Postcode

Country

Super fund details

Fund name: MLC Superannuation Fund

Fund ABN: 40 022 701 955

2. Your contributions

You'll need a separate form for each financial year.

Financial year ended 30 June

Personal contributions covered by this notice

Is this notice varying an earlier notice?

Yes
 No

The amount of these personal contributions you intend to claim as a tax deduction

The amount you intend to claim as a tax deduction cannot be greater than the amount you stated in the earlier notice but may be reduced, including to nil.

Please note: You may submit multiple contribution notices.

There may be limits to the amount you can claim as a result of withdrawals made during the financial year.

To authorise this notice, please complete Section 3.

3. Your authorisation

Please wait until you receive our acknowledgement of receipt before you lodge your tax return. For more information about deductions for personal contributions, please speak with your tax adviser or visit ato.gov.au

In signing one of the declarations on this form you should be aware that the law has changed to expand the administrative penalty provisions to include penalties for making false or misleading statements that do not result in a shortfall amount. This may include making false or misleading statements to an entity other than the ATO if the statement is required or allowed to be made under tax law, for example, a notice of intent to deduct super contributions given to a super fund.

Please complete and sign the statement that applies to you.

<input type="checkbox"/> Intention to claim a tax deduction						
If you haven't previously lodged a notice with the fund for these contributions.						
I am lodging this notice before both of the following dates:						
<ul style="list-style-type: none">the day that I lodged my tax return for the year stated in Section 2the end of the income year after the year stated in Section 2.						
At the time of completing this notice:						
<ul style="list-style-type: none">I intend to claim the personal contributions stated in Section 2 as a tax deductionI am a member of the MLC Superannuation Fund and the fund still holds my contributionsthis super fund has not begun to pay a superannuation income stream based in whole or part on these contributionsI have not included these contributions in an earlier notice.						
The information given on this notice is correct and complete.						
Signature of Investor or Attorney						
Name (print in BLOCK LETTERS)						
<input type="text"/>						
<input type="text"/> X <input type="text"/> Date (DD/MM/YY)						
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

OR

<input type="checkbox"/> Variation of a previous deduction notice						
If you've already lodged a notice with the fund for these contributions and wish to reduce the amount.						
I intend to claim the personal contributions stated in Section 2 as a tax deduction.						
I wish to vary my previous notice for these contributions by reducing the amount advised in my previous notice. I confirm that:						
<ul style="list-style-type: none">I am a member of the MLC Superannuation Fund and the fund still holds my contributionsthis super fund has not begun to pay a superannuation income stream based in whole or part on these contributionsI have lodged my income tax return for the year in which the contribution was made, prior to the end of the following income year, and this variation notice is being lodged before the end of the day on which the return was lodged, orI have not yet lodged my tax return for the year stated in Section 2 and this variation notice is being lodged on or before 30 June in the financial year following the year stated in Section 2, orthe ATO has disallowed my claim for a deduction for the relevant year stated in Section 2 and this notice reduces the amount stated in my previous notice by the amount that has been disallowed.						
The information given on this notice is correct and complete.						
Signature of Investor or Attorney						
Name (print in BLOCK LETTERS)						
<input type="text"/>						
<input type="text"/> X <input type="text"/> Date (DD/MM/YY)						
<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

If signed under Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney and identification for themselves (go to mlc.com.au to download the relevant identification form) if not already supplied. The Attorney hereby certifies that he/she has not received notice of any limitation or revocation of his/her Power of Attorney and is also authorised to sign this form. Power of Attorney documents can't be accepted by fax or email.

4. Send us your form

Please mail, email or fax your completed, signed and dated form to:

MLC
GPO Box 2567
Melbourne VIC 3001

Email: services@mlc.com.au
Fax number: 03 9869 1595

If you have any questions, please speak with your financial adviser, call us on 132 652 Monday to Friday between 8 am and 6 pm (AEST/AEDT) or visit mlc.com.au

10. Your declaration

I agree:

- There are times when NULIS Nominees (Australia) Limited (NULIS) might not be able to process my withdrawal instructions, for example when:
 - there are liquidity issues in the investment
 - the fund manager suspends transactions
 - we can't obtain a price
 - the instruction is incomplete, and
 - unforeseen circumstances prevent us from using our administration systems, and
 - where I have invested into an illiquid option, or an investment option I have has become illiquid, we may take longer than 30 days to transfer out of the investment option.

If I'm applying for early release of Super on the grounds of severe financial hardship:

- I'm under preservation age plus 39 weeks, and am unable to meet reasonable and immediate family living expenses, or
- I'm over preservation age plus 39 weeks and in paid employment for less than 10 hours a week (or not employed at all) at the time of this application, and
- NULIS is authorised to confirm my details with Centrelink, or DVA, and confirm whether I have received Commonwealth income support payments for the relevant qualifying period for early release of my super.

Where NULIS requires confirmation of information from Centrelink or DVA, to process my request, I authorise:

- NULIS to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details, and
- the Australian Government Department of Human Services (the department) to provide the results of that enquiry to NULIS.

I understand that:


- the department will use information I have provided to NULIS, to confirm my eligibility for early release of superannuation on the grounds of severe financial hardship.
- the department will disclose to NULIS my personal information including my name, date of birth and eligibility status (which will be based on whether I have been in receipt of Commonwealth income support payments for a specified period and, in some cases, are still in receipt of these payments).
- this consent, once signed, remains valid while I am a customer of NULIS, unless I withdraw it, by contacting NULIS or the department.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for early release of superannuation on the grounds of severe financial hardship.

If I'm applying for early release of Super on compassionate grounds:

Where NULIS requires confirmation of information from the Australian Taxation Office (ATO) to process my request, I authorise:

- NULIS to confirm my details with the ATO and confirm whether I have received approval (from the ATO) for early release of my super on compassionate grounds.
- the ATO to provide the results of that enquiry to NULIS.

Signature of applicant or attorney

	Date (DD/MM/YY)					
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If signed under Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney and identification for themselves (go to mlc.com.au to download the relevant Identification form) if not already supplied. The Attorney hereby certifies that he/she has not received notice of any limitation or revocation of his/her Power of Attorney and is also authorised to sign this form.

Power of Attorney documents can't be faxed.

11. Send us your form and attachments

Please mail your completed form, and the attachments set out in Section 5 and 6 to:

MLC
GPO Box 2567
Melbourne Victoria 3001

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

Proof of Identity

We require the original certified copy of the identification document/s to be mailed (email and fax will not be accepted) to us before we can process your request.

Part 1 – Acceptable Primary Australian and Foreign ID Document

Provide a certified copy of ONE document from this section.

Note: if you don't own a document from this part, then provide documents from either Part 2 or 3.

- Australian State/Territory driver's licence containing a photograph of the person (including the back of the driver's licence if your address has changed).
- Australian passport (a passport that has expired within the preceding 2 years is acceptable).
- Australian card issued under a State or Territory for the purpose of proving a person's age and containing a photograph of the person.
- Foreign passport or similar travel document containing a photograph and the signature of the person.¹

Part 2 – Acceptable Secondary Australian ID Document

Note: If you haven't provided an acceptable document from part 1 then provide TWO documents from this part.

Provide a certified copy of ONE of these documents:

- Australian birth certificate
- Australian citizenship certificate, or
- Pension card issued by Centrelink.

AND

Provide a certified copy of ONE of these documents:

- A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address.
- A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address.
- A document issued by a local government body or utilities provider within the preceding 3 months, which records the provision of services to that address or to that person (the document must contain the individual's name and residential address).
- If under the age of 18, a notice that was issued to the individual by a school principal within the preceding 3 months, which contains the name and residential address of the individual and records the period of time that the individual attended that school.

Part 3 – Acceptable Secondary Foreign ID Document

Note: If you can't provide a certified copy of the document/s from Part 1 or Part 2, then provide a certified copy of BOTH of the following documents:

- Foreign driver's licence that contains a photograph of the person in whose name it is issued and the individual's date of birth.¹
- National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued.¹

¹ Documents that are written in a language that isn't English must be accompanied by an English translation prepared by an accredited translator.

Who can certify documents?

Chiropractor
Dentist
Legal practitioner
Medical practitioner
Nurse
Optometrist
Patent attorney
Psychologist
Pharmacist
Trade marks attorney
Physiotherapist
Veterinary surgeon

Please refer to the **How to Guide** for the statutory declaration signatory list or visit mlc.com.au

Acceptable certification of ID documents.

Each copy of the ID must be certified by the approved certifier as follows:

The approved certifier must write:

- Full printed name of the 'Approved Certifier' (eg Michelle Helena Citizen).
- Date the document was certified.
- Signature of the approved certifier.
- The capacity in which they have certified the document, eg police officer, etc.
- The Registration number (if applicable) of the certifier, and
- The following text:
If single page: The is to certify this is a true copy of the original which I have sighted.
If multiple pages: I certify that this and the following (number of pages) are a true copy of the original, which I've sighted. Each following page must be initialled and dated.