



## Step 1 – Complete your personal details

☒ A ☐ B

## Step 2 – Attach documentation if your personal details have changed

**Address changes** – attach a copy of a recent bill, mail item or driver's licence that displays your new residential or postal address.  
**If the required supporting documentation is not provided, the payment of your benefit will be delayed.**



## Step 3 – Personal details of spouse receiving your contributions

Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other    Date of birth   /   /

Given names

Surname

Postal address

Suburb

State

Postcode

Daytime telephone

-

Mobile

### Details of spouse's super fund

The details below will help us identify your spouse's super account. It is important to complete all details as the trustee may not be able to process your request otherwise.

Member number

Fund name

☐ This fund is a Self Managed Super Fund

Please note: All payments to a Self Managed Super Fund will be sent to the registered address. Please ensure the fund address is up-to-date on the ATO's website [www.superfundlookup.gov.au](http://www.superfundlookup.gov.au)

Fund address

Telephone

-

Fund ABN number\*

-    -    -

Unique Superannuation Identifier (USI)\*

Membership or Policy number\*

If exempt from an ABN, tick the reason for exemption:

Exempt Public Sector Super Scheme ☐ Retirement Savings Account ☐

Cheque to be made in favour of

Note: You can only split contributions to an active super account held in the name of your spouse in a complying super fund. If your spouse does not have an active super account the trustee will not be able to process your request.

Your spouse may have the option of joining SA Metropolitan Fire Service Superannuation Scheme. For details, including a copy of the Member Benefit Guide, contact the scheme on **(08) 8204 3826**.

\* A transfer to another fund cannot occur without the ABN **and** USI or membership/policy number of your spouse's fund. If your rollover fund does not have an ABN you will need to contact the fund directly to request evidence of their complying status, such as their notice of compliance. Your spouse's super fund can help you complete these details.



## Step 4A – What form of identification will you need to provide?

This section will only apply if you are transferring contributions to your spouse's account in another complying superannuation fund. If you are transferring to a Self Managed Super Fund – refer to Step 4B.

### If transferring contributions to your spouse's account in another complying superannuation fund:

#### ☐ Option 1 – use your Tax File Number (TFN)

SA Metropolitan Fire Service Superannuation Scheme might already hold your TFN. If you're not sure if you have previously provided it, you can choose to do so now. You do not have to provide your TFN, but if you do, this will ensure that any benefit you take from the SA Metropolitan Fire Service Superannuation Scheme does not incur additional tax. *Please also refer to the information provided below under Providing your Tax File Number (TFN).*

Enter your TFN here

-  -

By providing your TFN, you are authorising us to give this information to your other super fund.

**Please note:** We will validate your TFN and personal details with the Australian Tax Office. If we cannot confirm an exact match with the ATO's records, you will be required to provide a copy of either your current driver's licence or passport (see below\*) and your payout will be delayed.

#### ☐ Option 2 – provide a copy of either your current driver's licence or passport\*

\* Your driver's licence must NOT be expired. However, your Australian passport can have expired within the last 2 years.

If you don't have a current driver's licence or passport, you can refer to the 'Completing Proof of Identity' fact sheet on the scheme's website at [www.sametrofiresuper.com.au](http://www.sametrofiresuper.com.au) for a list of other documents that can be used to identify you. You can also contact the Manager on **(08) 8204 3826** for assistance.

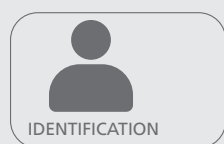
## Step 4B – Identification required if transferring contributions to your spouse's account in a Self Managed Super Fund

If you would like to transfer contributions to your spouse's account in a Self Managed Super Fund, you will need to provide **certified ID**. The easiest way to do this is to:

- Photocopy both sides of your current drivers licence or passport\*
- Take the photocopies to Australia Post or your local Police Station and ask them to certify your ID document.

\* Your driver's licence must NOT be expired. However, your Australian passport can have expired within the last 2 years.

The person certifying your ID documents will include the following details on the copies:



IDENTIFICATION

- |                           |  |
|---------------------------|--|
| ←                         | A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport) |
| Certified true copy       | ← Write or stamp 'certified true copy' of the original document  |
| J. Sample                 | ← The authorised person's signature  |
| Mr John Sample            | ← Full name, qualification and registration number (if applicable) of the authorised person                |
| Justice of Peace          | ←  |
| Registration No.123456789 | ← Date of certification (within 12 months of receipt)  |
| Date: 01/03/2015          | ←  |

If you don't have a current driver's licence or passport, you can refer to the 'Completing Proof of Identity' fact sheet on the scheme's website at [www.sametrofiresuper.com.au](http://www.sametrofiresuper.com.au) for a list of other documents that can be used to identify you. You can also contact the Manager on **(08) 8204 3826** for assistance.

## PROVIDING YOUR TAX FILE NUMBER (TFN)

There may be tax implications if you have not yet provided, or choose not to provide, your TFN. Whilst it is not compulsory to provide your TFN, not doing so could cost you in the following ways:

- you may have paid more tax than necessary on super contributions made for you by your employer (including SG, salary sacrifice and other contributions) in this financial year. This additional tax can be reversed if you provide your TFN to the scheme before the end of the financial year, or your earlier payment from the scheme. Although you may be able to claim back this additional tax if you later provide your TFN, time limits and other rules may apply, which may affect the size of any refund.

- you may pay additional tax on your super payout. However it might be possible to claim this back when lodging your tax return.
- you may miss out on any government Super Co-contributions for which you may be eligible; and
- you may have difficulty locating your super in the future, should you lose contact with your scheme(s).

If you are uncertain as to whether or not you have provided your TFN, you can check these details on the scheme's website [www.sametrofiresuper.com.au](http://www.sametrofiresuper.com.au) or contact the Manager on **(08) 8204 3826**.



## Step 5A – Contributions splitting details

The contributions I would like to split with my spouse are contributions made to my super account during the previous financial year ended 30/06/  (YEAR)

Write the amount or percentage that your spouse is to receive. It cannot be more than 85% of the contributions you made in this category or more than your concessional contributions cap for the financial year. From 1 July 2019, the concessional contributions cap may be increased above the general concessional cap if you are eligible. To be eligible you must make concessional contributions in excess of the general concessional cap, have a total superannuation balance less than \$500,000 immediately prior to the financial year, and have unused concessional cap space from the previous 5 years (with 2018–19 financial year being the first year you can accrue unused concessional contributions). Your concessional contributions cap will equal the general concessional cap plus the previously unused concessional contributions made in excess of the general concessional contributions cap. Your increased concessional contributions cap will be used to determine the maximum amount of taxed splittable contributions.

### Eligible concessional contributions to be split:

(e.g. deductible contributions such as employer and salary sacrifice contributions)

(tick one circle only) ☒

☐ **Dollar Amount** (enter amount and tick whether net or gross of tax\*)

\$

☐ **NET** or ☐ **GROSS**

OR

☐ **Percentage** (enter percentage and tick whether net or gross of tax\*)

%

☐ **NET** or ☐ **GROSS**

\* Concessional contributions are subject to 15% contribution tax. If you nominate a **gross** dollar amount or percentage above, the amount transferred will be reduced by 15% to allow for this tax. If you nominate a **net** dollar amount or percentage above, the amount transferred will be as per your nomination (subject to any applicable maximums).

**Note:** Only eligible contributions made during the previous financial year can be split. The total contributions amount nominated cannot exceed a maximum of the total concessional contributions made to your account during the financial year or your concessional contribution cap\*\* (whichever is the lesser).

If you nominate an amount greater than your legislated concessional contribution cap the amount transferred will be reduced accordingly.

\*\* Refer to the 'Contributions splitting fact sheet' on the [www.sametrofiresuper.com.au](http://www.sametrofiresuper.com.au) or call the Manager on (08) 8204 3826 for details.



## Step 5B – Contributions splitting details for exiting members

(only complete this section if you are leaving SA Metropolitan Fire Service Superannuation Scheme)

If you are withdrawing your entire superannuation benefit from SA Metropolitan Fire Service Superannuation Scheme you may also elect to split contributions made to your super account during the current financial year. Please nominate the amount you wish to split (note this section only applies to contributions made during the current financial year. To request a split for contributions made during the previous financial year you will also need to complete Step 5A above). Please ensure this form is submitted together with your 'Payment Instructions' form.

Write the amount or percentage that your spouse is to receive. It cannot be more than 85% of the contributions you made in this category or more than your concessional contributions cap for the financial year. From 1 July 2019, the concessional contributions cap may be increased above the general concessional cap if you are eligible. To be eligible you must make concessional contributions in excess of the general concessional cap, have a total superannuation balance less than \$500,000 immediately prior to the financial year, and have unused concessional cap space from the previous 5 years (with 2018–19 financial year being the first year you can accrue unused concessional contributions). Your concessional contributions cap will equal the general concessional cap plus the previously unused concessional contributions made in excess of the general concessional contributions cap. Your increased concessional contributions cap will be used to determine the maximum amount of taxed splittable contributions.

### Eligible concessional contributions to be split:

(e.g. deductible contributions such as employer and salary sacrifice contributions)

(tick one circle only) ☒

☐ **Dollar Amount** (enter amount and tick whether net or gross of tax\*)

\$

☐ **NET** or ☐ **GROSS**

OR

☐ **Percentage** (enter percentage and tick whether net or gross of tax\*)

%

☐ **NET** or ☐ **GROSS**

\* Concessional contributions are subject to 15% contribution tax. If you nominate a **gross** dollar amount or percentage above, the amount transferred will be reduced by 15% to allow for this tax. If you nominate a **net** dollar amount or percentage above, the amount transferred will be as per your nomination (subject to any applicable maximums).

**Note:** Only eligible contributions made during the current financial year can be split. The total contributions amount nominated cannot exceed a maximum of the total concessional contributions made to your account during the financial year or your concessional contribution cap\*\* (whichever is the lesser).

If you nominate an amount greater than your legislated concessional contribution cap the amount transferred will be reduced accordingly.

\*\* Refer to the 'Contributions splitting fact sheet' on the [www.sametrofiresuper.com.au](http://www.sametrofiresuper.com.au) or call the Manager on (08) 8204 3826 for details.



## Step 6 – Receiving spouse declaration (spouse to complete)

I declare that at the date of this application, I am the spouse<sup>^</sup> of the applicant and:

- ☐ I have not reached my preservation age\*; OR  
☐ I am between my preservation age\* and 65 years and have not permanently retired<sup>#</sup> from the workforce.

\*Your preservation age depends on your date of birth – see the table below:

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

If you were born before 1 July 1964, you have already reached your preservation age. If you were born on or after 1 July 1964, your preservation age is age 60.

<sup>#</sup> Permanently retired is defined as never being gainfully employed again for more than 10 hours per week. Gainful employment means employed or self-employed for gain or reward in any business, trade, profession, calling, occupation or employment.

I understand that: The information contained in this form will be used by the trustee to process this contributions split request.

- I consent to my information being collected, disclosed and used in the manner set out in this form.

Signature

X

Date

//

<sup>^</sup> A spouse includes:

- your husband or wife
- another person (whether of the same sex or not) with whom you are in a registered relationship, or
- another person who, although not legally married to you, lives with you on a genuine domestic basis in a relationship as a couple.

**Note:** This section must be completed by the receiving spouse in order for the trustee to process the contributions splitting request. The trustee of the SA Metropolitan Fire Service Superannuation Scheme recommends that you seek advice from a licenced, or appropriately authorised, financial adviser regarding your super before you make any decision in relation to contributions splitting.

## Step 7 – Complete the checklist

To enable your payment to be processed promptly, please ensure you have correctly completed this form before returning it to the scheme. Have you:

- ☐ Provided your member details in **Step 1**?
- ☐ Attached supporting documentation for any change of name, date of birth or address detailed in **Step 2**?
- ☐ Provided complete payment instructions in **Step 3, 5A and 5B**?
- ☐ Your spouse has signed and dated the declaration (**Step 6**)?
- ☐ Signed and dated the form (**Step 8**)?
- ☐ Select the proof of identification you have provided – **Step 4a or Step 4b**
  - ☐ Use your Tax File Number
  - ☐ Copy of current driver's licence OR passport
  - ☐ **Certified** copy of current driver's licence OR passport
- ☐ Is your identification current? If providing an Australian passport, one that has expired within the last two years is acceptable.
- ☐ Are you transferring contributions to your spouse's account in a Self Managed Super Scheme? If so, you have attached **certified** proof of identity documents – **Step 4b**.

If you need help, please refer to the 'Completing proof of identity' fact sheet on the scheme's website at [www.sametroofiresuper.com.au](http://www.sametroofiresuper.com.au) or call the Manager on **(08) 8204 3826**.



## Your Privacy

The scheme is administered by us along with our service provider, Mercer Outsourcing (Australia) Pty Ltd. We collect, use and disclose personal information about you in order to manage your superannuation benefits and give you information about your super. We may also use it to supply you with information about the other products and services offered by us and our related companies. If you do not wish to receive marketing material, please contact the Manager on **(08) 8204 3826**.

Our Privacy Policies are available to view at **[www.sametrofiresuper.com.au](http://www.sametrofiresuper.com.au)** or you can obtain a copy by contacting the Manager on **(08) 8204 3826**.

If you do not provide the personal information requested, we may not be able to manage your superannuation.

We may sometimes collect information about you from third parties such as your employer, a previous super fund, your financial adviser, our related entities and publicly available sources.

We may disclose your information to various organisations in order to manage your super, including your employer, our professional advisors, insurers, our related companies which provide services or products relevant to the provision of your super, any relevant government authority that requires your personal information to be disclosed, and our other service providers used to assist with managing your super.

In managing your super your personal information will be disclosed to service providers in another country, most likely to Mercer's processing centre in India. Our Privacy Policies list all other relevant offshore locations.

Our Privacy Policies set out in more detail how we deal with your personal information and who you can talk to if you wish to access and seek correction of the information we hold about you. It also provides detail about how you may lodge a complaint about the way we have dealt with your information and how that complaint will be handled.

If you have any other queries in relation to privacy issues, you may contact the Manager on **(08) 8204 3826** or write to our Privacy Officer, SA Metropolitan Fire Service Superannuation Scheme, GPO Box 98, Adelaide, SA 5001.

## Step 8 – Sign the form (member to complete)

I request that the trustee of SA Metropolitan Fire Service Superannuation Scheme splits the contributions detailed in Steps 5A and/or 5B to the superannuation account of my spouse as detailed in Step 3.

By signing this form I acknowledge that I have read and understood the fact sheet 'Splitting super contributions in SA Metropolitan Fire Service Superannuation Scheme' and I understand that:

- once my contributions split is actioned, I will not be eligible for a further contributions split in respect of the nominated financial year
- the amount transferred from SA Metropolitan Fire Service Superannuation Scheme will be taken from the preservation components in the following order: preserved, restricted non-preserved, unrestricted non-preserved
- if the contributions nominated to be split exceed the maximum allowed by the legislation or the scheme's rules, my nominated transfer amount will be reduced to the maximum allowable amount
- the value of my super in SA Metropolitan Fire Service Superannuation Scheme (including any Death and Total and Permanent Disablement benefits) will decrease by the amount transferred out of SA Metropolitan Fire Service Superannuation Scheme in accordance with this contributions split request
- there may be a delay in payment if my details have changed
- I understand and consent to my information being collected, disclosed and used in the manner set out in this form.

I declare that the information provided on this form is correct and confirm that the amount to be split is within the legislatively specified limits.

I confirm that the person nominated as the receiving spouse in Step 3 is an eligible spouse, as defined in Step 6 above.

I discharge the trustee from any liability with respect to the amount of my super that is transferred.

Signature

X

Date   /   /

The trustee of SA Metropolitan Fire Service Superannuation Scheme recommends that you seek advice from a licensed, or appropriately authorised, financial advisor regarding your super before you make any decision in relation to contributions splitting.

**Please return your completed form together with your proof of identity and supporting documentation to the Scheme Administrator, SA Metropolitan Fire Service Superannuation Scheme, GPO Box 4303, Melbourne, VIC 3001.**

