Payment of unclaimed superannuation money – third party

How to complete your Application for payment of unclaimed superannuation money – third party.

WHO SHOULD COMPLETE THIS FORM?
Complete this form if you know we are holding the account holder’s unclaimed super and you want to apply for payment.

WHY DO WE HOLD UNCLAIMED SUPER?
We may hold unclaimed super because the account holder is:
- aged 65 years or older and the super fund was unable to make contact
- deceased and the super fund was unable to locate the beneficiary
- a former temporary resident, because they previously held a temporary visa that has ceased to be in effect (has expired or been cancelled) for at least six months and it has been at least six months since they have left Australia
- a non-member spouse entitled to a super amount, due to a financial agreement or court order under the Family Law Act 1975 and the super fund has been unable to make contact
- entitled to a super amount that was paid to the ATO as a small or insoluble lost member account.

You can only apply for payment of unclaimed super if you are:
- someone appointed to act on behalf of the account holder or authorised (including as an authorised agent) to act on behalf of the account holder of the unclaimed super money
- the legal personal representative or beneficiary and the account holder is deceased.

If the unclaimed super money is held by us in your name, you will need to lodge your claim on the Application for payment of unclaimed super money – individual (NAT 71685). To obtain a copy of this publication, refer to ‘More information’ in these instructions.
HOW TO COMPLETE THIS FORM

Section A: Reason for application
Question 1
Why are you applying for payment of the unclaimed super?
Select the reason why you are lodging the application for the unclaimed super on behalf of the account holder.

If you are applying for unclaimed super on behalf of a person with a terminal medical condition, you must provide us with certified copies of medical certificates from two registered medical practitioners and they must certify that the account holder suffers from an illness, or has an injury, that is likely to result in their death within 12 months. You can provide one medical certificate signed by both medical practitioners, or you can provide two separate certificates. One of the practitioners must be a specialist in the area related to the illness or injury. In some circumstances the amount will be tax free.

If you are unsure how to answer this question, phone us for assistance. Refer to ‘More information’ on these instructions for our phone details.

Question 2
What authority do you have to apply for payment of unclaimed super?
A person authorised to act on behalf of the account holder includes:
■ someone appointed to act on behalf of the account holder
■ someone who holds a power of attorney to act for the account holder
■ a public trustee acting for the person.

An account holder’s legal personal representative includes either of the following:
■ an executor or administrator of a deceased person’s estate, where an executor is appointed by the deceased person’s will to administer their estate in accordance with their will (if you are unsure whether you are administering the deceased estate, refer to section H in these instructions for more information)
■ an administrator appointed by the Supreme Court to deal with the deceased estate – for example, if there is no valid will or the person nominated to be executor cannot discharge their duties.

If the current legal name is different to the name on the member account, you will need to provide certified evidence of the name change – for example, a marriage certificate, deed poll or change of name certificate from a births, deaths and marriages registration authority in your state/country. For more information about certifying copies of documents, see section F.

Section B: Account holder’s details
The account holder is the person in whose name the unclaimed super is held.

Question 3
Tax file number
Provide the account holder’s tax file number (TFN).

Question 4
Current legal name
Provide the account holder’s full current legal name.

Question 5
Previous names
Provide the account holder’s previous names, if applicable.

Question 6
Sex
Indicate the sex of the account holder by selecting the applicable box.

Question 7
Date of birth
Provide the account holder’s date of birth.

Question 8
Residential address
Provide the account holder’s current or most recent residential address.

Question 9
Postal address
Provide the account holder’s current or most recent postal address.

Generally, unclaimed super for a deceased estate is paid to the account holder’s legal personal representative. It can only be paid to a beneficiary when their proof of entitlement can be substantiated, for example, if the account holder had a current and valid binding death nomination at the time of their death.

We will work out entitlement to any unclaimed super after an application is lodged and processed. The ability to make a claim is not proof of entitlement.

For more information, visit ato.gov.au and search for ‘Managing the tax affairs for someone who has died’.
Question 10
Previous Australian residential addresses
Provide details of all the account holder’s previous residential addresses in Australia relevant to this claim.

If there is insufficient space, write the details on a separate page and include it with this form.

Question 11
Has the account holder previously held a temporary visa?
Indicate whether the account holder has previously held a temporary visa.

If you select ‘Yes’, go to section C: Account holder’s visa details.

Section C: Account holder’s visa details
Complete this section if the account holder has previously held a temporary visa.

Question 12
Passport details that the account holder previously used to enter Australia as a temporary visa holder
Provide the passport number, the name of the issuing country on the passport, and the visa class that the account holder previously used to enter Australia as a temporary visa holder.

Question 13
Current residency and immigration status
Provide details of the account holder’s current residency and immigration status. If the account holder is deceased, select their status as at the day they died.

Where ‘Current temporary visa holder’ is selected, you must provide the account holder’s visa class.

Where ‘Other – the account holder’s current citizenship’ is selected, you need to provide further information to clarify the status of the account holder – for example, if they are a United States citizen, write ‘United States’.

Question 14
Did the account holder last leave Australia or hold a temporary visa after 30 June 2007?
Select the relevant box.

Section D: Account holder’s employer details
Question 15
Previous employer details
Provide details of all the account holder’s previous employers who may have made super contributions (relevant to this claim) for the account holder.

Section E: Account holder’s super fund details
Question 16
Super fund details
Provide details of all super funds that may have held the account holder’s super money or made payment of their super accounts to us.

Section F: Account holder’s supporting documents
Copies of Australian identification documents, such as Australian passport, Australian birth certificate and Australian drivers licence, do not require certification. You must have all copies of other original documents certified by an authorised person from the list below.

The authorised person certifying your documents must sight the originals and certify on each page of the copies that it is a true copy by writing or stamping ‘certified true copy’, followed by:

■ their signature
■ their printed name
■ their qualification (for example, ‘Justice of the Peace’)
■ the date.

In Australia, you can have copies of documents certified by a:
■ barrister
■ solicitor
■ doctor
■ judge
■ justice of the peace
■ minister of religion who is authorised to celebrate marriages
■ police officer
■ bank, building society or credit union officer with at least five years service
■ sheriff’s officer
■ Commissioner for Declarations (Queensland)
■ Commissioner for Oaths (Northern Territory)
■ Commissioner for Declarations (Tasmania).

In Australia, if the original document is not written in English, you must have an approved translation service (for example, the Department of Immigration and Border Protection, an appropriate embassy or professional translation service) provide you with an official true and correct written translation of the document. You must then provide us with certified copies of both the original document and the written translation.

If you are outside Australia, you can have copies of documents certified by staff at an Australian:
■ embassy
■ high commission
■ consulate.
If you are unable to reach an Australian embassy, high commission or consulate, you can have your documents certified by a:
- notary public
- justice of the peace
- judge of a court
- registrar or deputy registrar of a court.

If you are outside Australia and none of the above are available to certify a document, we may consider other forms of certification on a case-by-case basis. For more information about certifying documents while you are outside Australia, visit ato.gov.au and search for ‘Copies of documents – applicants outside Australia’.

If you are outside Australia and your original document or certification is not written in English, you must have an approved translation service provide you with an official true and correct written translation of it. You must then provide us with certified copies of both the original document and the written translation. You can obtain the name of an approved translation service from your nearest Australian embassy, high commission or consulate.

Question 17
Proof of visa and passport details that the account holder used to enter and leave Australia as a temporary visa holder
Only answer this question if you completed section C on behalf of the account holder. Otherwise, go to question 18.

Question 18
Proof of identity
Proof of identity documents must be provided when lodging the application. Indicate which documents are being provided.

Question 19
Proof of ownership
If you need to provide proof of ownership, indicate the certified documents being provided. Otherwise, leave this section blank.

Section G: Applicant's details
Question 20
Name
Provide your full name and, if relevant, the name of your organisation (for example, Public Trustee).

Question 21
Postal address
Provide your postal address.

Question 22
Daytime phone number
Provide your daytime phone number, including area code.

Question 23
Email address
Provide your email address.
This is important if you are overseas – it will help us contact you quickly and easily.

Question 24
Tax file number
Provide your TFN where you are claiming as a beneficiary.

Section H: Applicant’s supporting documents
Question 25
Proof of identity – applicant
Proof of identity documents must be provided for all applicants, except if you are acting for a public trustee. Indicate the documents being provided.

Question 26
Proof of authority – applicant
If the account holder is deceased and you are the legal personal representative, you must provide proof of your authority.
If you have probate or letters of administration or have been appointed as the public trustee, you must provide certified copies of these documents.
Otherwise, you must provide documents that prove you are performing the duties of the administrator of the estate.
Some examples of the tasks usually performed by an administrator include:
- arranging the funeral
- dealing with investment bodies
- dealing with Centrelink
- lodging tax returns
- paying debts, income tax and funeral expenses
- transferring assets and paying stamp duty
- making distributions to beneficiaries.
If you are unable to provide documents proving that you are administering the estate, phone us for assistance. Refer to ‘More information’ on these instructions for our phone details.

Section I: Payment options
The unclaimed super may be paid directly to the account holder or an authorised payee if the account holder:
- is 65 years old or older
- is a former temporary resident (previously held a temporary visa)
- is a non-member spouse
- super was transferred to us as a small or insoluble lost member and the current balance is less than $200.
Payment by electronic funds transfer (EFT)
We need the Australian financial institution details of the account holder or the authorised payee to pay any refund owing, even if you have provided them to us before. Joint accounts are acceptable. Complete the following:

- **bank state branch (BSB) number** – this six-digit number identifies the financial institution (do not include spaces or hyphens)
- **account number** – this number should not have more than nine characters, and should not include spaces
- **account name** – in most cases, your account name should be shown on your bank account records. It should include spaces between each word and between initials. If your account name exceeds 32 characters, provide the first 32 characters only.

Payment by cheque
Payment will be sent to the postal address identified in section B.

**Payment of unclaimed super money from us are subject to the same withholding tax obligations as benefits paid by a super fund. If you choose to receive a payment directly, we may be required to withhold tax at the relevant rate. For more information on:**
- departing Australia super payments, visit ato.gov.au and search for ‘former temporary resident’
- super lump sum payments, refer to the Tax table for superannuation lump sums (NAT 70981); to obtain a copy of this publication, see ‘More information’ on the next page
- payments where the account holder has a terminal medical condition, visit ato.gov.au and search for ‘terminal medical condition’.

If you do not provide tax file numbers, we may withhold an amount up to the highest marginal tax rate (plus Medicare levy) from the super lump sum payments.

**Payment into a complying super plan**
The unclaimed super may be paid into a complying super fund if the account holder is alive and **either** of the following apply:
- the account holder is not a former temporary resident
- the account holder is a former temporary resident and now holds a permanent Australian visa or is an Australian or New Zealand citizen, or holds a prescribed Australian visa.

**A complying super plan may be a:**
- complying super fund
- public sector super scheme
- complying approved deposit fund
- retirement savings account.

To check whether a super fund is a complying super fund, use the Super Fund Lookup at superfundlookup.gov.au

A fund statement should contain the fund’s ABN, the member account number, and the unique superannuation identifier (USI). These details ensure the payment is made to the correct super product. If you cannot find these details on a fund statement, contact the fund/RSA to obtain them.

**Self-managed super funds are not required to provide a USI. Exempt public sector super schemes and constitutionally protected funds may include a USI, but are not required to do so.**

If you are claiming more than one unclaimed super amount and the account holder is not a former temporary resident, you may nominate a different option for each unclaimed super amount. If you choose to do this, you must write the payment option details for each amount on a separate page, including the name of original super fund that paid the unclaimed super amount to us, and attach it to the form.

**Disclaimer:** This information does not constitute financial advice. Should you need financial assistance, seek professional advice.

**Death benefits cannot be paid into a complying super plan. If you are making an application for a deceased estate or as a beneficiary, you are unable to use this option.**

Section J: Declaration
Read the declaration that applies to you. If it is correct, print your full name, then sign and date the declaration.

Lodging your application
Keep a copy of this application for your records and send the original, together with certified copies of your supporting documents to us at:
Australian Taxation Office
PO Box 3578
ALBURY NSW 2640
AUSTRALIA
OUR COMMITMENT TO YOU
We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at ato.gov.au or contact us.

This publication was current at February 2014.

MORE INFORMATION
For more information about unclaimed super money, refer to:
- ato.gov.au and search for “super and unclaimed super”
- Application for payment of unclaimed superannuation money – individual (NAT 71685).

To obtain a copy of our publications or for more information:
- visit ato.gov.au
- phone us on
  - 13 10 20, if you are in Australia, between 8.00am and 6.00pm Monday to Friday
  - +61 2 6216 1111, if you are outside Australia, between 8.00am and 5.00pm Monday to Friday (Australian Eastern Standard Time or Eastern Daylight-saving Time) and ask to speak to super enquiries
- write to us at Australian Taxation Office
  PO Box 3578
  ALBURY NSW 2640
  AUSTRALIA

If you do not speak English well and need help from the ATO, phone the Translating and Interpreting Service on 13 14 50.

If you are deaf or have a hearing or speech impairment, phone us through the National Relay Service (NRS) on the numbers listed below, and ask for the ATO number you need:
- TTY users, phone 13 36 77. For ATO 1800 free-call numbers, phone 1800 555 677.
- Speak and Listen users, phone 1300 555 727. For ATO 1800 free-call numbers, phone 1800 555 727.
- Internet relay users, connect to the NRS at relayservice.com.au
Application for payment of unclaimed superannuation money – third party

WHEN COMPLETING THIS APPLICATION
- Print clearly in BLOCK LETTERS using a black or blue pen only.
- Place ✓ in ALL applicable boxes.

For the purposes of this form, ‘account holder’ means the person in whose name the unclaimed super is held. ‘Applicant’ means the person applying for the payment of unclaimed super (the third party).

Section A: Reason for application

1. Why are you applying for payment of unclaimed super?
   The account holder:
   - ☐ is 65 years old or older
   - ☐ is deceased
   - ☐ is a former temporary resident because they previously held a temporary visa that has ceased to be in effect (has expired or been cancelled) for at least six months and, in respect of that visa, it has been at least six months since they left Australia
   - ☐ is a non-member spouse
   - ☐ has had super transferred to the ATO as a small or insoluble lost member account
   - ☐ has been diagnosed with a terminal medical condition and is not a former temporary resident

   (refer to the instructions for information about the documentation you must supply).

2. What authority do you have to apply for payment of unclaimed super?
   - ☐ I am authorised to act on behalf of the account holder.
   - ☐ I am the legal personal representative of the account holder who is deceased.
   - ☐ I am the beneficiary of the account holder who is deceased.

   ☑ If you are not sure which one of these applies to you, refer to page 2 of the instructions.

Section B: Account holder’s details

3. Tax file number
   ☐ ☐ ☐ ☐ ☐
   We are authorised under the Taxation Administration Act 1953 to collect this tax file number (TFN). You are not required by law to provide this TFN. However, quoting this TFN may reduce the risk of administrative errors that could delay the processing of your application.

4. Current legal name
   Title: ☐ Mr  ☐ Mrs  ☐ Miss  ☐ Ms  ☐ Other
   Family name:
   First given name: 
   Other given name: 

5. Previous names
   ☑ If there is insufficient space, write details of your previous addresses on a separate page and include it with this form.
   Title: ☐ Mr  ☐ Mrs  ☐ Miss  ☐ Ms  ☐ Other
   Family name:
   First given name: 
   Other given name: 

   ☑ Remember to provide certified evidence of the account holder’s name change (Australian marriage and change of name certificates do not need to be certified).
6 **Sex**  
- [ ] Male  
- [ ] Female

7 **Date of birth**  
- [ ] Day  
- [ ] Month  
- [ ] Year

8 **Residential address**  

<table>
<thead>
<tr>
<th>Suburb/town/locality</th>
<th>State/territory [ ]</th>
<th>Postcode [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country if outside Australia</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

9 **Postal address** (if this is the same as residential address, write ‘as above’)

<table>
<thead>
<tr>
<th>Suburb/town/locality</th>
<th>State/territory [ ]</th>
<th>Postcode [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country if outside Australia</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

10 **Previous Australian residential addresses**  
- If there is insufficient space, write details of your previous addresses on a separate page and include it with this form.

**Address 1**  

<table>
<thead>
<tr>
<th>Suburb/town/locality</th>
<th>State/territory [ ]</th>
<th>Postcode [ ]</th>
</tr>
</thead>
</table>

**Address 2**  

<table>
<thead>
<tr>
<th>Suburb/town/locality</th>
<th>State/territory [ ]</th>
<th>Postcode [ ]</th>
</tr>
</thead>
</table>

11 **Did the account holder previously hold a temporary visa?**  
- [ ] No  
  Go to section D: Account holder’s employer details.
- [ ] Yes  
  Go to section C: Account holder’s visa details.
### Section C: Account holder’s visa details

Complete this section if the account holder is a former temporary resident.

**12** Passport details that the account holder previously used to enter Australia as a temporary visa holder

<table>
<thead>
<tr>
<th>Passport number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of issue</td>
<td></td>
</tr>
<tr>
<td>Visa class</td>
<td></td>
</tr>
</tbody>
</table>

**13** Current residency and immigration status

- Australian citizen
- New Zealand citizen
- Permanent Australian resident
- Current temporary visa holder
- Details

When you have completed this question, go to section D: Account holder’s employer details.

**14** Did the account holder leave Australia or hold a temporary visa after 30 June 2007?

- No
- Yes

When you have completed this question, go to section D: Account holder’s employer details.
Section D: Account holder’s employer details

15 Previous employer details

If the account holder had more than one employer, write all the details on a separate page and include it with this form. Only include employer details which are relevant to this claim.

Business name

Australian business number (ABN) (if known)

Address

Suburb/town/locality  
State/territory  
Postcode

Account holder’s occupation

Period of employment:  From  

Day  
Month  
Year  to  
Day  
Month  
Year

Section E: Account holder’s super fund details

16 Super fund details

If the account holder had more than one super fund, write all details on a separate page and include it with this form.

Super fund name

Member account number

Unique superannuation identifier (USI)

Address

Suburb/town/locality  
State/territory  
Postcode

Account balance  $   ,   ,   ,   

Period of account:  From  

Day  
Month  
Year  to  
Day  
Month  
Year
Section F: Account holder’s supporting documents

You must provide us with copies of the relevant documents listed in this section, in the name of the account holder. Refer to section F of the instructions for information about certifying copies.

17 Proof of visa and passport details that the account holder used to enter and leave Australia as a temporary visa holder

Only answer this question if you completed section C. Otherwise, go to question 18.

Provide a copy of both the following documents:

- the account holder’s expired temporary visa
- the account holder’s passport showing their photograph and identification pages and the page showing their departure stamp from Australia if received.

18 Proof of identity – account holder

You must supply copies of two of the documents below which are in the name of the account holder (refer to section F of the instructions for information about certifying copies) – at least one must be from list 1.

If you completed question 17, you will only need to provide one more document from either of the lists below. If the account holder is deceased, provide certified copies of the most recent documents the account holder held.

**LIST 1**

- current Australian drivers licence issued under state or territory law
- current Australian passport
- current overseas passport
- birth certificate or birth extract
- citizenship certificate issued by the Australian Government
- citizenship certificate issued by the New Zealand Government
- pensioner concession card issued by Centrelink that entitles the account holder to financial benefits

If the account holder has changed their name you must also provide certified evidence of the name change (Australian marriage and change of name certificates do not need to be certified).

**LIST 2**

- letter from Centrelink about a government assistance payment
- notice issued by an Australian Government, state or territory authority within the past 12 months that contains the account holder’s name and residential address – for example:
  - an ATO notice of assessment
  - a rates notice from local council
- Australian bank, credit union or building society account statement, less than one year old, that shows the account holder’s name and residential address and matches the current address details provided on this form
- Australian firearm licence
- Medicare card
- overseas drivers licence (the address listed on the licence must match the account holder’s current address details provided on this form)
- overseas government identification card
- National photo identification card
- Marriage certificate

Any document you supply as evidence to verify the account holder’s change of name is not classified as a second document. You must provide an additional proof of identity document.
19 Proof of ownership – account holder

You do not need to provide a proof of ownership document if your application is for either:

- an amount up to $10,000 and you have quoted the account holder’s TFN on this form
- any amounts paid to us if the account holder was a former temporary resident who left Australia.

Note: In some circumstances, we may need to contact you to request further evidence of proof of ownership to enable us to process the claim, even where you have supplied the account holder’s TFN on this form.

If you have not quoted the account holder’s TFN or your application is for an amount more than $10,000, you must provide a certified copy of one of the following documents:

- correspondence from the account holder’s super fund (on the super fund’s letterhead) linking the account holder to the account as the rightful owner or certifying that the account holder is the rightful owner
- correspondence from the account holder’s employer (on the employer’s letterhead) who contributed super on the account holder’s behalf, confirming the account holder’s employment and linking them with the super fund or certifying that the account holder is the rightful owner of the super
- a document (for example, a bank statement or utilities bill) linking the account holder to the last known address held by their super fund.

If this application is for unclaimed super paid to us by more than one super fund, you must supply documentation to prove the account holder is the rightful recipient for payment of each account more than $10,000.

Section G: Applicant’s details

‘Applicant’ means the person applying for the payment of unclaimed super (the third party).

20 Name

Title: Mr Mrs Miss Ms Other

Family name

First given name Other given name

Organisation name (if relevant)

21 Postal address

Suburb/town/locality State/territory Postcode

Country if outside Australia

22 Daytime phone number (including country code and area code)

23 Email address

24 Tax file number

Provide your TFN if you are claiming as a beneficiary.

We are authorised under the Taxation Administration Act 1953 to collect this TFN. You are not required by law to provide this TFN. However, quoting this TFN may reduce the amount of tax on this payment.
Section H: Applicant’s supporting documents

You must provide copies of the documents listed below to prove your identity and prove you are authorised to act on behalf of the account holder. Refer to section F of the instructions for information about certifying copies.

25 Proof of identity – applicant
Provide a copy of one of the following documents (refer to section F of the instructions for information about certifying copies), except if you are acting for a public trustee:

- current Australian drivers licence issued under state or territory law
- current Australian passport
- current overseas passport
- birth certificate or birth extract
- citizenship certificate issued by the Australian Government
- citizenship certificate issued by the New Zealand Government
- pensioner concession card issued by Centrelink that entitles you to financial benefits.

26 Proof of authority – applicant
Provide a certified copy of the following relevant documents to prove your authority to act on behalf of the account holder:

- if the account holder is not deceased; one of the following:
  - power of attorney
  - notice of public trustee
  - notice of appointment of a representative
  - any other formal notice or legal document that states your authority to act on behalf of the account holder

- if the account holder is deceased and you are the legal personal representative:
  - a death certificate plus one of the following
    - probate, letters of administration or notice of public trustee signed on behalf of the account holder
    - documents proving that you are the legal personal representative of the deceased

- if the account holder is deceased and you are a beneficiary:
  - a death certificate
  - documentation identifying other potential beneficiaries and their relationship to the deceased and one or more of the following if it applies:
    - binding death nomination letter from the super fund with the expiry date, or a letter from the super fund confirming your entitlement as a beneficiary
    - probate and the will for the deceased
    - notice of public trustee signed on behalf of the account holder and the will for the deceased
    - letters of administration for the deceased.

If you have changed your name you must also provide certified evidence of your name change (Australian marriage and change of name certificates do not need to be certified).
Section I: Payment options

Nominate who the payment of unclaimed super is to be paid to. Refer to section I in the instructions for information regarding payment options.

We can pay super money transferred to us as small or insoluble lost member accounts with a current balance of less than $200 directly to the payee.

Option 1

☐ Electronic funds transfer (EFT)
We need the Australian financial institution details of the account holder or the authorised payee to pay any refund owing, even if you have provided them to us before. Write the BSB number, account number and account name below.

BSB number (must be six numbers) ☐ ☐ ☐ ☐ ☐ ☐
Account number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Account name

Option 2

☐ Payment by cheque to the account holder
Payments will be sent to the postal address provided in section B: Account holder's details.

Option 3

☐ Payment by cheque to an authorised payee
Payee's name
Tax file number ☐ ☐ ☐ ☐ ☐
Postal address
Suburb/town/locality
State/territory ☐ ☐ ☐ ☐ ☐ ☐
Postcode (Australia only)
Country if outside Australia

Option 4

☐ Payment to a complying super fund
Super fund name (provide the full name)
Superannuation fund ABN ☐ ☐ ☐ ☐ ☐ ☐
Superannuation fund postal address
Suburb/town/locality
State/territory ☐ ☐ ☐ ☐ ☐ ☐
Postcode (Australia only)
Superannuation fund contact phone number (including area code) ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Member account name
Member account number ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Unique superannuation identifier (USI) ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Remember to ask the account holder's super fund if they will accept the amount, if fees or charges apply and for any other information about how a payment may affect the account holder's benefits, including death and disability insurance.

(Disclaimer: This information does not constitute financial advice. Should you need financial assistance, seek professional advice.)

Death benefits cannot be paid into a complying super plan.
Section J: Declaration

Privacy information
The ATO is a government agency bound by the Privacy Act 1988 in terms of handling personal information and tax file numbers (TFN). We are authorised by the Taxation Administration Act 1953 to ask for the information requested on this form, including your member’s TFN. We require this information to help us administer taxation and superannuation laws. We may give this information to other government agencies. For further information about privacy, go to ato.gov.au/privacy

The tax law imposes heavy penalties for giving false or misleading information.

Complete and sign the declaration that applies to you.

Declaration for an authorised person
I declare that:
- I am authorised to act on behalf of the account holder and to supply the information contained in this form to the Australian Taxation Office
- this form has been completed using the information given to me by the account holder, and the account has given me a declaration that the information provided (including any attachments) is true and correct
- neither I nor any other person has made a claim for the unclaimed super claimed in this application
- I authorise and direct the Australian Taxation Office to pay the unclaimed super as requested in section I.

Name (Print in BLOCK LETTERS)

Signature

Date

Day / Month / Year

Declaration for a deceased estate
I declare that:
- I am a person authorised to make this application on behalf of the deceased estate of the account holder or I am the beneficiary of the deceased estate of the account holder of the unclaimed super
- the information given on this application, including any attachments, is true and correct
- neither I nor any other person has made a previous claim for the unclaimed super claimed in this application
- I authorise and direct the Australian Taxation Office to pay the unclaimed super as requested in section I.

Name (Print in BLOCK LETTERS)

Signature

Date

Day / Month / Year

Lodging your application
We will contact you if we need you to supply more information about your claim.

Send your completed application together with supporting documents to us at:
Australian Taxation Office
PO Box 3578
ALBURY NSW 2640
AUSTRALIA

Sensitive (when completed)